

NINTH ANNUAL SALARY SURVEY RESULTS 1983

In U.S.: 15 information/word processing positions • 21,891 employees • 2,203 companies
In Canada: 15 information/word processing positions • 2,828 employees • 295 companies

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ABOUT AISP

On June 1, 1983 the Association of Information Systems Professionals was formally adopted as the new name of the International Information/Word Processing Association (IWP). AISP will continue to expand and publish this annual salary survey, and will create and market new publications and services. AISP will serve as the representative organization of the users of information systems products and services and will express the needs of those who design, implement, manage, and use various types of information systems. IWP was originally formed in 1972 as the International Word Processing Association to develop and disseminate word processing ideas, methods and techniques, and expanded its name in 1981 to International Information/Word Processing Association.

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INTRODUCTION

AISP's *Ninth Salary Survey Results* reports the average, high and low median and modal weekly salary figures effective the week of Feb. 18, 1983 for 15 of the most widely accepted information/word processing positions. This data should be of great assistance in the creation or revision of salary administration plans. This year, a total of 2203 companies and 21,891 employees from the United States and 295 companies and 2828 employees in Canada are included in the data.

We have added several new displays representing new industries in the United States and new geographic areas. Through careful review and program revision, we hope to continue to add new displays each year.

Though personal classification depends greatly upon an individual organization's requirements, AISP has established these general position descriptions to serve as guidelines throughout the industry. Job titles and descriptions included in the survey are based on a study conducted by AISP's Salary Survey Task Force, appointed by the Executive Board. Since these categories have been utilized in the survey since its inception, they have become widely accepted. Few of the respondents reported difficulty in responding to the questionnaire. Naturally, AISP will continually review both the job titles and the industry codes used in the survey.

The Association of Information Systems Professionals would like to thank all those who participated in the *Ninth Salary Survey Results*. With your consistent support, this survey will become more comprehensive and useful each year.

USE OF THE SURVEY

Considerable judgment is recommended when you compare the positions and salaries in this survey with those of your own company. Review each job description—do not be guided by the job titles alone! The figures are an excellent general guide for salary administration but must be used in conjunction with other factors, such as individual performance, length of employment, productivity, and general deportment. The displays of "median" and "modal" response for each category can be used to identify the generally prevailing wage with increased clarity.

The data tables found in this report can be used for:

- Comparing a company's word processing salary policy with the practices in a particular industry, metropolitan area or zip code region.
- Checking a company's job descriptions and ranking in comparison to the survey data.
- Evaluating the usefulness of "going rates" as a basis in establishing salary ranges in a job evaluation plan.

Figures for positions for which there are fewer than six companies reporting (marked with asterisks) are subject to interpretation and, therefore, should be used with caution. Displays for metropolitan areas or industries which yielded a small response in several job categories were eliminated from the report.

These *Salary Survey Results* are an accurate compilation of salaries reported for specific jobs described in our questionnaire (a copy of which is reprinted on page 6). Because of the confidential nature of the survey, information from individual organizations is not available.

DATA BASE

Included in this report are salary tables for the United States and Canada. Data for the United States are listed overall and broken down into 10 zip code regions, 36 metropolitan areas and 31 industries. Respondents were asked to check the appropriate code for the following industry listings which appeared in the survey.

- 01 Aerospace Industry
- 02 Chemical/Allied Products
- 03 Food/Tobacco
- 04 Instruments
- 05 Machinery
- 06 Paper/Paper Products
- 07 Petroleum/Coal/Rubber
- 08 Primary/Fabricated Metal
- 09 Printing/Publishing
- 10 Textile/Apparel
- 11 Transportation
- 12 Information Systems/Products
Manufacturing/Sales
- 13 Other Manufacturing
- 14 Agriculture/Forestry
- 15 Education
- 16 Federal Government
- 17 State/Provincial Government
- 18 Local Government
- 19 Insurance
- 20 Investment/Banking/Credit Agencies
- 21 Construction
- 22 Legal Services
- 23 Medical Care
- 24 Association
- 25 Other Professional Services
- 26 Public Utilities
- 27 Retail/Wholesale Import/Export
- 28 Research/Engineering
- 29 Information Management
- 30 Information Service Bureau
- 31 Other Non-Manufacturing

Those industry codes that did not yield sufficient data were excluded from the survey report.

The results for Canada's industries begin on page 56.

Figures for companies and employees in the United

States and Canada were not combined since the difference in the economies and the exchange rate would distort the data.

You will find that there are 26 levels of salary ranges. The categories from \$135 to \$149 are in \$4 increments; from \$150 to \$199, \$9 increments; from \$200 to \$499, \$24 increments; from \$500 to \$600, \$50 increments; from \$601 to \$1000, \$100 increments; and the last category is defined as \$1,001 and over. The midpoint in each range was used in tabulating the data. For example, for every employee reported in the

\$135-\$139 range, \$137 was the figure used for tabulation. Equally, \$212 was used in the \$200-\$224 range, and \$650 was used in the \$600-\$700 range.

Respondents were instructed to include only that bonus pay and extra compensation which is paid regularly, to omit overtime pay and not to report part-time salaries. Also, respondents were asked to indicate the number of hours in their work week. The average work week is reported for each table. The salary data are not adjusted to the average work week but are tabulated as reported.

JOB TITLES AND DESCRIPTIONS FOR WORD PROCESSING PERSONNEL

NOTE: All positions are non-exempt (hourly wage) except where noted.

A. WORD PROCESSING TRAINEE

Entry level position for those having 0-12 months word processing experience. Must have adequate typing skills, good knowledge of grammar, punctuation, spelling and formatting, the ability to use dictionaries, handbooks and other reference materials, and be oriented toward teamwork and the use of machines. A trainee's functions include routine transcription and manipulation of text from various types of source information (dictation, handwritten, etc.). Maintains own production records and may be required to proofread own work.

B. WORD PROCESSING OPERATOR

The next level up from Word Processing Trainee for those having 6-24 months word processing experience. In addition to having all the qualifications and functions of position A, a Word Processing Operator handles special documents, meets established quality standards, uses all of a machine's text editing functions and is familiar with department terminology and company practices.

C. WORD PROCESSING SPECIALIST I

A Word Processing Operator with a minimum of 18 months experience who can format, produce and revise complicated documents, such as lengthy technical and statistical reports, from complex source information, including the retrieval of text and data from electronic files. Exercises independent action when interpreting instructions to produce a quality document, understands proofreader marks, and assumes full responsibility for document accuracy and completeness. Has a thorough knowledge of center procedures and maintenance of records. May operate word processing equipment in the telecommunications mode.

D. WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR

A person at this level exercises all of the competencies of position C and may act as Assistant Supervisor. A Word Processing Specialist II is able to operate all the information processing equipment within the installation. Responsibilities include coordinating and assigning work, analyzing requirements for specific projects, communicating with users, compiling production statistics, and recommending changes in center procedures. May also assist in training personnel.

E. PHOTOTYPESETTING SPECIALIST

A Word Processing Operator who enters special codes while keyboarding and revising text that is to be output on a photocomposition system. Has knowledge of points, picas, typefaces, leading, format requirements, production techniques, and other aspects of typesetting and printing.

F. WORD PROCESSING TRAINER

Someone with a minimum of 24 months experience operating word processing systems who spends the majority of time training new operators. May also be responsible for instructing users in dictation methods and other procedures to ensure maximum utilization of a wp center. Should make recommendations to management concerning new equipment purchases from the standpoint of ease of use.

G. PROOFREADER

Proofreads typed copy for text content, spelling punctuation, grammar, and typographical errors. May be responsible for setting grammar and format standards, guidance and/or training of secretaries and principals.

H. WORD PROCESSING SUPERVISOR

With all the competencies of a Word Processing Specialist II, a Supervisor is responsible for the operation of a center (or section within a large center). Schedules and coordinates workflow, assists word processing personnel in document production and in establishing and maintaining quality standards. Also analyzes production data and procedures, identifies potential improvements and may be responsible partially for budgets and equipment recommendations. Reports to Word Processing Manager.

I. WORD PROCESSING MANAGER

Exempt (salaried). Responsible for the overall operation of a word processing center, including the guidance of supervisors, personnel administration, staff requirements, user liaison and evaluation, design and implementation of future word processing systems. Also is responsible for budgets, overall production reports and coordination of services with administrative support. May also manage the operation of photocopying, printing, mailing or graphics services. In larger organizations, the Word Processing Manager reports to Information Systems Manager.

AA. ADMINISTRATIVE SECRETARY

Someone who works with a group of principals as part of a team under the direction of an Administrative Support Supervisor or Manager. Responsibilities include such support functions as filing, photocopying, maintaining calendars, records and lists, and providing special secretarial services, etc.

BB. SENIOR ADMINISTRATIVE SECRETARY

Has a record of exceptional performance. At times may act as assistant to supervisor of an administrative team and is qualified to compose and edit documents for principals, provide research support and perform other para-professional duties. Handles special projects and is fully aware of company standards and practices.

CC. ADMINISTRATIVE SUPPORT SUPERVISOR

May have the responsibilities of position BB in addition to scheduling and administering workflow to a team of administrative secretaries. Responsible for liaison with and training of users who benefit from administrative support. Evaluates staffing requirements, prepares management reports and recommends new methods of handling administrative secretaries. Reports to Administrative Support Manager.

DD. ADMINISTRATIVE SUPPORT MANAGER

Exempt (salaried). Has full responsibility for developing, maintaining and evaluating all services under administrative support within an organization, such as filing, telephone, mail, and para-professional support. Monitors the success of the administrative support group and is familiar with the company's goals and objectives. Works closely with the Word Processing Manager to ensure cooperation of the two functions. May manage other major administrative duties such as records and retention, microfilm, print shop, purchasing, etc. Reports to Information Systems Manager (in large organizations).

EE. STAFF ANALYST

Exempt (salaried). Responsible for consulting and assisting Word Processing and Administrative Support Supervisors and Managers. Conducts studies, reviews operations and determines and recommends appropriate staffing, procedures and equipment. Reports to Information Systems Manager or Word Processing Manager or Administrative Support Manager.

J. INFORMATION MANAGER

Exempt (salaried). May be Vice President or Assistant to Vice President in some organizations. Has total responsibility for all aspects of an organization's office systems, including word processing, administrative support and other information processing functions. Ensures the collaboration of all support functions. Reports to a chief executive officer.

Please Report Weekly Salary Rates	Word Processing Trainee	Word Processing Operator	Word Processing Specialist I	Word Processing Specialist II/Assistant Supervisor	Phototypesetting Specialist	Word Processing Trainer	Proofreader	Word Processing Supervisor	Word Processing Manager	Administrative Secretary	Senior Administrative Secretary	Administrative Support Supervisor	Administrative Support Manager	Staff Analyst	Information Manager	TOTAL EMPLOYEES REPORTED
	A	B	C	D	E	F	G	H	I	AA	BB	CC	DD	EE	J	
135-139																
140-144																
145-149																
150-159																
160-169																
170-179																
180-189																
190-199																
200-224																
225-249																
250-274																
275-299																
300-324																
325-349																
350-374																
375-399																
400-424																
425-449																
450-474																
475-499																
500-550																
551-600																
601-700																
701-800																
801-1000																
1001 & over																
EMPLOYEES TOTAL																

ADD TOTALS HORIZONTALLY AND VERTICALLY

Number hours in average work week _____

U.S. ZIP CODE REGIONS



TOTAL UNITED STATES

00

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	631	1,558	227.58	525.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	1,312	5,237	266.44	750.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	1,283	4,187	292.87	900.00	137.00	287.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	894	1,616	323.82	900.00	147.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	146	262	317.20	650.00	175.00	312.00	287.00
F	WORD PROCESSING TRAINER	210	284	370.17	900.00	175.00	362.00	337.00
G	PROOFREADER	268	615	278.99	650.00	147.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	1,100	1,477	384.16	1,001.00	185.00	362.00	362.00
I	WORD PROCESSING MANAGER	748	844	470.10	1,001.00	237.00	437.00	525.00
AA	ADMINISTRATIVE SECRETARY	344	3,315	301.32	900.00	137.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	224	1,381	332.71	750.00	175.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	108	308	405.12	900.00	212.00	387.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	154	200	499.57	1,001.00	262.00	462.00	437.00
EE	STAFF ANALYST	138	229	484.70	900.00	212.00	462.00	487.00
J	INFORMATION MANAGER	355	378	608.82	1,001.00	237.00	575.00	525.00
	AVERAGE HRS/WK		38.7					
	COMPANIES RESPONDING	2,203						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ZIP CODE REGION 0
(Maine, Connecticut, Vermont, New Hampshire, Massachusetts, New Jersey, Rhode Island)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	74	165	217.36	412.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	138	606	252.74	387.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	125	409	275.34	462.00	147.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	77	149	312.20	462.00	155.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	15	36	319.16	437.00	195.00	312.00	287.00
F	WORD PROCESSING TRAINER	30	40	360.45	525.00	237.00	337.00	337.00
G	PROOFREADER	30	60	261.43	462.00	155.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	108	145	372.37	575.00	237.00	362.00	362.00
I	WORD PROCESSING MANAGER	79	79	475.81	900.00	237.00	462.00	525.00
AA	ADMINISTRATIVE SECRETARY	29	334	305.02	412.00	185.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	20	106	354.34	525.00	262.00	312.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	24	443.50	575.00	287.00	487.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	11	549.72	900.00	337.00	462.00	462.00
EE	STAFF ANALYST	19	24	459.42	650.00	212.00	462.00	462.00
J	INFORMATION MANAGER	40	42	587.38	1,001.00	237.00	525.00	525.00
	AVERAGE HRS/WK	37.7						
	COMPANIES RESPONDING	224						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ZIP CODE REGION 1
(Pennsylvania, New York, Delaware)

	NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A WORD PROCESSING TRAINEE	100	350	232.73	362.00	137.00	237.00	262.00
B WORD PROCESSING OPERATOR	197	1,065	261.75	462.00	142.00	262.00	262.00
C WORD PROCESSING SPECIALIST I	160	631	296.34	525.00	165.00	207.00	287.00
D WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	139	274	324.54	525.00	212.00	312.00	287.00
E PHOTOTYPESETTING SPECIALIST	22	58	283.98	412.00	212.00	262.00	212.00
F WORD PROCESSING TRAINER	38	63	357.84	525.00	237.00	362.00	412.00
G PROOFREADER	51	175	256.76	650.00	155.00	262.00	262.00
H WORD PROCESSING SUPERVISOR	176	288	368.01	1,001.00	195.00	362.00	237.00
I WORD PROCESSING MANAGER	98	172	427.15	1,001.00	262.00	362.00	362.00
AA ADMINISTRATIVE SECRETARY	52	853	285.37	575.00	155.00	287.00	287.00
BB SENIOR ADMINISTRATIVE SECRETARY	36	422	331.96	575.00	212.00	337.00	312.00
CC ADMINISTRATIVE SUPPORT SUPERVISOR	17	71	389.32	650.00	212.00	387.00	362.00
DD ADMINISTRATIVE SUPPORT MANAGER	32	67	431.86	900.00	312.00	387.00	312.00
EE STAFF ANALYST	25	75	470.77	750.00	262.00	462.00	487.00
J INFORMATION MANAGER	66	82	661.32	1,001.00	312.00	575.00	525.00
AVERAGE HRS/WK	37.5						
COMPANIES RESPONDING	321						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ZIP CODE REGION 2
(Washington DC, North Carolina, South Carolina, Virginia, West Virginia, Maryland)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	52	90	213.20	312.00	155.00	212.00	212.00
B	WORD PROCESSING OPERATOR	126	451	253.93	525.00	137.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	129	507	274.81	525.00	147.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	82	159	305.55	487.00	212.00	312.00	262.00
E	PHOTOTYPESETTING SPECIALIST	14	20	322.00	462.00	237.00	312.00	362.00
F	WORD PROCESSING TRAINER	15	17	338.47	462.00	237.00	337.00	262.00
G	PROOFREADER	23	44	299.68	525.00	185.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	105	141	374.70	1,001.00	185.00	362.00	337.00
I	WORD PROCESSING MANAGER	72	74	462.35	1,001.00	287.00	412.00	387.00
AA	ADMINISTRATIVE SECRETARY	32	402	295.32	750.00	165.00	287.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	27	202	293.73	525.00	185.00	287.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	11	30	368.30	575.00	237.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	8	11	485.90	900.00	337.00	462.00	487.00
EE	STAFF ANALYST	15	18	477.38	900.00	362.00	437.00	437.00
J	INFORMATION MANAGER	38	38	571.26	1,001.00	262.00	525.00	525.00
	AVERAGE HRS/WK	38.5						
	COMPANIES RESPONDING	204						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ZIP CODE REGION 3
(Tennessee, Mississippi, Alabama, Georgia, Florida)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	45	86	204.90	312.00	155.00	212.00	212.00
B	WORD PROCESSING OPERATOR	97	331	248.42	347.00	147.00	237.00	312.00
C	WORD PROCESSING SPECIALIST I	99	275	258.06	387.00	175.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	66	90	282.22	487.00	147.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	9	10	284.50	337.00	237.00	287.00	312.00
F	WORD PROCESSING TRAINER	14	15	375.40	525.00	212.00	387.00	412.00
G	PROOFREADER	15	22	273.90	362.00	147.00	262.00	362.00
H	WORD PROCESSING SUPERVISOR	86	109	362.73	1,001.00	212.00	337.00	312.00
I	WORD PROCESSING MANAGER	51	52	426.51	750.00	262.00	412.00	337.00
AA	ADMINISTRATIVE SECRETARY	25	250	265.14	462.00	137.00	262.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	22	127	295.63	525.00	175.00	262.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	11	26	328.84	575.00	212.00	312.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	10	473.50	750.00	262.00	487.00	525.00
EE	STAFF ANALYST	12	13	442.00	750.00	212.00	362.00	287.00
J	INFORMATION MANAGER	33	33	532.72	900.00	262.00	525.00	650.00
	AVERAGE HRS/WK		39.4					
	COMPANIES RESPONDING		187					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ZIP CODE REGION 4
(Michigan, Indiana, Ohio, Kentucky)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	76	172	215.97	437.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	146	520	264.01	650.00	142.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	129	499	272.57	412.00	155.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	99	156	310.32	525.00	185.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	10	11	270.00	312.00	175.00	287.00	287.00
F	WORD PROCESSING TRAINER	15	26	335.57	650.00	237.00	337.00	337.00
G	PROOFREADER	18	60	238.06	362.00	175.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	101	135	367.96	575.00	212.00	362.00	362.00
I	WORD PROCESSING MANAGER	85	86	471.20	1,001.00	237.00	437.00	525.00
AA	ADMINISTRATIVE SECRETARY	32	176	272.48	487.00	165.00	262.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	18	99	311.54	525.00	175.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	28	400.10	525.00	262.00	362.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	13	13	510.30	900.00	262.00	437.00	412.00
EE	STAFF ANALYST	9	12	493.58	650.00	237.00	525.00	525.00
J	INFORMATION MANAGER	22	22	650.00	1,001.00	262.00	650.00	650.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	220						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ZIP CODE REGION 5
(Montana, North Dakota, South Dakota, Wisconsin, Iowa, Minnesota)

14

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	23	86	197.83	262.00	137.00	195.00	212.00
B	WORD PROCESSING OPERATOR	55	204	233.43	362.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	57	151	248.54	487.00	137.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	39	58	296.48	412.00	212.00	287.00	262.00
E	PHOTOTYPESETTING SPECIALIST	5*	7	272.71	337.00	237.00	237.00	237.00
F	WORD PROCESSING TRAINER	6	7	265.71	337.00	175.00	287.00	287.00
G	PROOFREADER	8	11	259.63	387.00	175.00	262.00	287.00
H	WORD PROCESSING SUPERVISOR	44	50	360.02	525.00	237.00	337.00	337.00
I	WORD PROCESSING MANAGER	28	29	442.31	750.00	287.00	412.00	312.00
AA	ADMINISTRATIVE SECRETARY	17	55	281.43	525.00	175.00	287.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	26	332.50	412.00	195.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	7	412.00	487.00	287.00	437.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	8	421.37	487.00	337.00	412.00	412.00
EE	STAFF ANALYST	1*	1	312.00	312.00	312.00	312.00	312.00
J	INFORMATION MANAGER	10	10	630.10	1,001.00	412.00	575.00	575.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	86						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ZIP CODE REGION 6
(Illinois, Nebraska, Kansas, Missouri)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	64	147	234.78	412.00	137.00	237.00	212.00
B	WORD PROCESSING OPERATOR	142	783	284.05	525.00	155.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	141	531	297.12	525.00	165.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	93	194	321.59	525.00	185.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	18	29	303.06	412.00	195.00	287.00	362.00
F	WORD PROCESSING TRAINER	19	28	435.75	900.00	212.00	362.00	362.00
G	PROOFREADER	36	83	301.49	575.00	155.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	120	174	385.89	750.00	212.00	387.00	387.00
I	WORD PROCESSING MANAGER	72	75	491.90	1,001.00	312.00	462.00	525.00
AA	ADMINISTRATIVE SECRETARY	41	722	328.66	487.00	155.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	28	229	356.85	487.00	185.00	337.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	13	59	434.61	650.00	312.00	437.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	15	17	460.70	650.00	262.00	437.00	337.00
EE	STAFF ANALYST	17	24	464.25	575.00	262.00	462.00	462.00
J	INFORMATION MANAGER	48	49	547.55	1,001.00	237.00	525.00	750.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	229						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ZIP CODE REGION 7
(Arkansas, Texas, Oklahoma, Louisiana)

16

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	77	252	234.99	437.00	137.00	212.00	210.00
B	WORD PROCESSING OPERATOR	135	496	279.51	750.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	150	428	326.71	900.00	195.00	312.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	100	147	358.51	900.00	185.00	362.00	412.00
E	PHOTOTYPESETTING SPECIALIST	16	30	336.16	487.00	237.00	337.00	362.00
F	WORD PROCESSING TRAINER	31	33	382.48	900.00	237.00	362.00	362.00
G	PROOFREADER	32	57	281.14	412.00	165.00	287.00	312.00
H	WORD PROCESSING SUPERVISOR	121	146	431.38	1,001.00	212.00	412.00	337.00
I	WORD PROCESSING MANAGER	88	95	516.62	1,001.00	262.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	37	182	324.30	650.00	142.00	287.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	21	64	380.79	750.00	237.00	337.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	11	12	475.75	900.00	212.00	412.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	18	18	597.77	1,001.00	337.00	525.00	650.00
EE	STAFF ANALYST	9	15	669.00	900.00	337.00	575.00	900.00
J	INFORMATION MANAGER	32	32	677.75	1,001.00	312.00	650.00	1,001.00
	AVERAGE HRS/WK	39.5						
	COMPANIES RESPONDING	222						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ZIP CODE REGION 8
(Idaho, Nevada, Wyoming, Utah, Colorado, New Mexico, Arizona)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	40	71	223.80	362.00	165.00	212.00	237.00
B	WORD PROCESSING OPERATOR	89	263	247.02	525.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	78	198	284.73	412.00	137.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	51	137	292.10	412.00	212.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	9	15	317.00	412.00	287.00	287.00	287.00
F	WORD PROCESSING TRAINER	16	18	371.05	650.00	262.00	362.00	337.00
G	PROOFREADER	14	27	276.44	387.00	175.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	69	84	378.85	1,001.00	237.00	362.00	337.00
I	WORD PROCESSING MANAGER	49	52	453.23	750.00	262.00	437.00	387.00
AA	ADMINISTRATIVE SECRETARY	23	73	239.50	462.00	165.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	13	14	328.07	412.00	262.00	312.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	4	380.75	437.00	287.00	387.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	10	553.40	900.00	337.00	487.00	487.00
EE	STAFF ANALYST	6	7	413.85	525.00	362.00	387.00	412.00
J	INFORMATION MANAGER	20	20	585.40	900.00	362.00	525.00	412.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	142						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ZIP CODE REGION 9
(California, Washington, Oregon, Hawaii)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	80	139	263.76	525.00	137.00	262.00	262.00
B	WORD PROCESSING OPERATOR	191	518	300.68	525.00	185.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	196	558	332.96	525.00	195.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	148	252	369.64	525.00	212.00	362.00	387.00
E	PHOTOTYPESETTING SPECIALIST	28	46	377.23	650.00	237.00	362.00	462.00
F	WORD PROCESSING TRAINER	26	37	397.18	900.00	237.00	362.00	312.00
G	PROOFREADER	41	76	343.38	650.00	195.00	312.00	287.00
H	WORD PROCESSING SUPERVISOR	170	205	416.72	1,001.00	237.00	412.00	337.00
I	WORD PROCESSING MANAGER	126	130	510.54	1,001.00	262.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	57	268	340.88	900.00	212.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	32	92	378.05	525.00	262.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	18	47	424.06	650.00	262.00	437.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	31	35	592.02	1,001.00	362.00	525.00	650.00
EE	STAFF ANALYST	25	36	504.91	900.00	337.00	487.00	487.00
J	INFORMATION MANAGER	46	50	622.44	1,001.00	337.00	575.00	525.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	368						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ATLANTA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	15	25	210.12	312.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	21	61	259.81	387.00	165.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	26	80	284.03	362.00	175.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	19	340.94	487.00	212.00	337.00	362.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	337.00	337.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER	5*	6	357.83	437.00	212.00	387.00	412.00
G	PROOFREADER	4*	7	257.14	362.00	195.00	212.00	195.00
H	WORD PROCESSING SUPERVISOR	19	24	384.41	650.00	287.00	387.00	312.00
I	WORD PROCESSING MANAGER	14	14	485.35	750.00	262.00	437.00	437.00
AA	ADMINISTRATIVE SECRETARY	9	130	317.38	462.00	212.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	30	406.60	525.00	237.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	12	406.83	575.00	237.00	412.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	441.33	575.00	262.00	462.00	262.00
EE	STAFF ANALYST	3*	4	524.75	650.00	362.00	575.00	650.00
J	INFORMATION MANAGER	12	12	591.50	900.00	262.00	575.00	750.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	41						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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BALTIMORE
(zip code region 2)

	NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A WORD PROCESSING TRAINEE	7	13	188.38	262.00	155.00	185.00	185.00
B WORD PROCESSING OPERATOR	26	121	237.56	462.00	165.00	237.00	237.00
C WORD PROCESSING SPECIALIST I	27	88	252.10	412.00	185.00	237.00	237.00
D WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	16	20	297.00	412.00	237.00	312.00	312.00
E PHOTOTYPESETTING SPECIALIST	4*	4	324.50	362.00	237.00	337.00	362.00
F WORD PROCESSING TRAINER	1*	1	362.00	362.00	362.00	362.00	362.00
G PROOFREADER	5*	8	308.37	437.00	185.00	312.00	185.00
H WORD PROCESSING SUPERVISOR	23	26	345.65	487.00	237.00	337.00	262.00
I WORD PROCESSING MANAGER	12	12	381.83	575.00	287.00	362.00	312.00
AA ADMINISTRATIVE SECRETARY	6	82	226.80	312.00	165.00	212.00	212.00
BB SENIOR ADMINISTRATIVE SECRETARY	6	68	257.58	387.00	212.00	237.00	237.00
CC ADMINISTRATIVE SUPPORT SUPERVISOR	5*	19	361.36	575.00	287.00	362.00	362.00
DD ADMINISTRATIVE SUPPORT MANAGER	1*	3	478.66	487.00	462.00	462.00	487.00
EE STAFF ANALYST	4*	4	424.50	462.00	362.00	437.00	437.00
J INFORMATION MANAGER	6	6	625.00	900.00	525.00	525.00	525.00
AVERAGE HRS/WK		37.7					
COMPANIES RESPONDING	39						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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BOSTON
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	16	29	224.93	287.00	155.00	212.00	185.00
B	WORD PROCESSING OPERATOR	34	223	261.37	362.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	34	101	289.97	462.00	212.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	25	44	332.45	462.00	237.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	4*	6	324.50	362.00	262.00	337.00	362.00
F	WORD PROCESSING TRAINER	12	15	332.00	412.00	237.00	337.00	337.00
G	PROOFREADER	14	34	266.64	437.00	195.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	34	47	373.70	487.00	262.00	362.00	362.00
I	WORD PROCESSING MANAGER	30	30	465.93	750.00	237.00	437.00	525.00
AA	ADMINISTRATIVE SECRETARY	7	83	295.10	362.00	185.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	35	287.71	312.00	267.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	312.00	312.00	312.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	533.00	650.00	462.00	462.00	462.00
EE	STAFF ANALYST	5*	9	442.55	487.00	337.00	437.00	487.00
J	INFORMATION MANAGER	9	10	613.70	1,001.00	337.00	525.00	525.00
	AVERAGE HRS/WK	37.6						
	COMPANIES RESPONDING	70						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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BUFFALO
(zip code region 1)

22

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	137.00	137.00	137.00	137.00	137.00
B	WORD PROCESSING OPERATOR	6	7	217.00	287.00	147.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	6	14	265.57	312.00	212.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	4	318.25	362.00	287.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	262.00	262.00	262.00	262.00	262.00
G	PROOFREADER	2*	2	216.00	237.00	195.00	212.00	195.00
H	WORD PROCESSING SUPERVISOR	6	6	393.50	1,001.00	237.00	262.00	262.00
I	WORD PROCESSING MANAGER	1*	1	387.00	387.00	387.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY	3*	3	231.33	262.00	195.00	212.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	237.00	262.00	212.00	237.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	387.00	387.00	387.00	387.00	387.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	2*	2	349.50	387.00	312.00	362.00	312.00
	AVERAGE HRS/WK		37.9					
	COMPANIES RESPONDING		12					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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CENTRAL FLORIDA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	10	185.60	237.00	155.00	175.00	165.00
B	WORD PROCESSING OPERATOR	24	92	243.29	362.00	165.00	212.00	195.00
C	WORD PROCESSING SPECIALIST I	23	58	228.56	362.00	175.00	212.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	18	33	254.03	387.00	147.00	237.00	212.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	274.50	287.00	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	1*	1	412.00	412.00	412.00	412.00	412.00
G	PROOFREADER	3*	4	242.75	287.00	185.00	237.00	185.00
H	WORD PROCESSING SUPERVISOR	26	34	321.58	525.00	237.00	287.00	262.00
I	WORD PROCESSING MANAGER	11	11	407.54	650.00	312.00	337.00	337.00
AA	ADMINISTRATIVE SECRETARY	6	79	204.77	287.00	165.00	195.00	195.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	78	244.48	312.00	175.00	237.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	9	264.77	312.00	212.00	262.00	262.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	2*	2	324.50	337.00	312.00	312.00	312.00
J	INFORMATION MANAGER	4*	4	337.00	387.00	287.00	337.00	337.00
	AVERAGE HRS/WK		39.3					
	COMPANIES RESPONDING		49					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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CENTRAL PENNSYLVANIA
(zip code region 1)

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	5	238.60	262.00	195.00	237.00	237.00
B	WORD PROCESSING OPERATOR	9	65	274.04	362.00	195.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	8	20	324.50	362.00	262.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	7	322.71	387.00	237.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	4*	7	301.28	337.00	262.00	287.00	312.00
F	WORD PROCESSING TRAINER	3*	3	345.33	387.00	287.00	337.00	287.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	4*	10	342.00	387.00	287.00	337.00	337.00
I	WORD PROCESSING MANAGER	5*	5	469.60	575.00	412.00	437.00	412.00
AA	ADMINISTRATIVE SECRETARY	4*	40	236.77	287.00	195.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	8	324.50	337.00	237.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	287.00	287.00	287.00	287.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	543.50	750.00	337.00	650.00	337.00
EE	STAFF ANALYST	3*	11	506.63	575.00	362.00	525.00	575.00
J	INFORMATION MANAGER	4*	4	546.75	750.00	387.00	525.00	525.00
	AVERAGE HRS/WK		38.5					
	COMPANIES RESPONDING		14					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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CHICAGO
(zip code region 6)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	30	85	248.28	337.00	175.00	237.00	237.00
B	WORD PROCESSING OPERATOR	57	333	275.48	487.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	52	234	306.47	412.00	165.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	37	95	343.82	487.00	185.00	337.00	362.00
E	PHOTOTYPESETTING SPECIALIST	6	10	342.00	412.00	262.00	337.00	362.00
F	WORD PROCESSING TRAINER	11	17	507.00	900.00	312.00	387.00	337.00
G	PROOFREADER	17	50	297.00	387.00	212.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	46	81	409.41	575.00	237.00	412.00	412.00
I	WORD PROCESSING MANAGER	30	33	523.27	1,001.00	337.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	15	186	336.19	362.00	237.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	12	72	341.51	487.00	262.00	312.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	37	403.97	650.00	312.00	362.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	7	496.14	650.00	337.00	412.00	412.00
EE	STAFF ANALYST	7	10	454.60	575.00	362.00	437.00	437.00
J	INFORMATION MANAGER	15	15	603.33	1,001.00	237.00	525.00	525.00
	AVERAGE HRS/WK	38.3						
	COMPANIES RESPONDING	87						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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COLUMBUS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	20	35	194.62	337.00	147.00	185.00	195.00
B	WORD PROCESSING OPERATOR	36	160	241.56	362.00	155.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	29	108	266.84	362.00	185.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	37	295.10	387.00	212.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	274.50	312.00	237.00	262.00	237.00
F	WORD PROCESSING TRAINER	2*	2	337.00	337.00	337.00	337.00	337.00
G	PROOFREADER	9	33	209.39	287.00	175.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	22	37	366.43	525.00	237.00	337.00	337.00
I	WORD PROCESSING MANAGER	25	25	419.60	750.00	262.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY	6	59	249.88	312.00	165.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	60	312.41	387.00	237.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	25	400.68	525.00	262.00	337.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	493.50	575.00	412.00	525.00	412.00
EE	STAFF ANALYST	1*	2	575.00	575.00	575.00	575.00	575.00
J	INFORMATION MANAGER	3*	3	833.66	1,001.00	750.00	750.00	750.00
AVERAGE HRS/WK		39.1						
COMPANIES RESPONDING		46						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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DALLAS/FORTH WORTH
(zip code region 7)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	28	77	237.55	312.00	185.00	237.00	237.00
B	WORD PROCESSING OPERATOR	54	163	278.20	750.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	63	190	324.91	900.00	212.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	39	50	357.02	900.00	262.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	9	14	301.28	362.00	237.00	287.00	287.00
F	WORD PROCESSING TRAINER	7	7	442.42	900.00	312.00	362.00	387.00
G	PROOFREADER	12	26	249.80	362.00	165.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	49	56	439.80	1,001.00	237.00	387.00	362.00
I	WORD PROCESSING MANAGER	36	37	526.81	1,001.00	287.00	462.00	525.00
AA	ADMINISTRATIVE SECRETARY	21	109	328.69	650.00	212.00	262.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	28	407.17	750.00	287.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	7	472.85	900.00	312.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	12	624.91	1,001.00	337.00	575.00	437.00
EE	STAFF ANALYST	2*	6	806.16	900.00	337.00	900.00	900.00
J	INFORMATION MANAGER	14	14	732.28	1,001.00	412.00	750.00	1,001.00
	AVERAGE HRS/WK	39.4						
	COMPANIES RESPONDING	87						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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DENVER
(zip code region 8)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	13	25	238.16	337.00	165.00	237.00	237.00
B	WORD PROCESSING OPERATOR	30	82	259.39	387.00	185.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	30	55	299.72	412.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	36	312.69	387.00	212.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	4*	6	299.50	312.00	287.00	287.00	287.00
F	WORD PROCESSING TRAINER	8	10	354.50	387.00	312.00	362.00	362.00
G	PROOFREADER	2*	2	349.50	387.00	312.00	362.00	312.00
H	WORD PROCESSING SUPERVISOR	23	24	396.95	525.00	287.00	387.00	287.00
I	WORD PROCESSING MANAGER	19	19	466.78	650.00	312.00	437.00	525.00
AA	ADMINISTRATIVE SECRETARY	6	34	213.20	412.00	165.00	185.00	185.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	299.50	312.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	687.25	900.00	462.00	750.00	900.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	5*	5	544.60	900.00	412.00	462.00	487.00
	AVERAGE HRS/WK		39.6					
	COMPANIES RESPONDING	45						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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DETROIT
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	20	46	232.02	412.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	30	136	333.78	650.00	175.00	312.00	237.00
C	WORD PROCESSING SPECIALIST I	21	100	302.25	387.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	27	353.22	525.00	212.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	278.66	287.00	262.00	262.00	287.00
F	WORD PROCESSING TRAINER	5*	5	424.60	650.00	262.00	387.00	412.00
G	PROOFREADER	1*	1	362.00	362.00	362.00	362.00	362.00
H	WORD PROCESSING SUPERVISOR	25	33	376.06	575.00	287.00	362.00	362.00
I	WORD PROCESSING MANAGER	13	13	544.07	900.00	437.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	8	29	303.37	412.00	212.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	433.00	525.00	287.00	462.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	462.00	462.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	562.25	900.00	362.00	525.00	362.00
EE	STAFF ANALYST	1*	3	525.00	525.00	525.00	525.00	525.00
J	INFORMATION MANAGER	3*	3	742.00	1,001.00	575.00	575.00	575.00
	AVERAGE HRS/WK		38.7					
	COMPANIES RESPONDING		46					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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GOLD COAST
(zip code region 3)

30

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	3	220.33	237.00	212.00	212.00	212.00
B	WORD PROCESSING OPERATOR	10	16	236.12	312.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	10	20	278.65	337.00	195.00	262.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	6	303.66	362.00	237.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	262.00	262.00	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	1*	1	412.00	412.00	412.00	412.00	412.00
G	PROOFREADER	1*	1	147.00	147.00	147.00	147.00	147.00
H	WORD PROCESSING SUPERVISOR	7	7	358.42	412.00	312.00	362.00	312.00
I	WORD PROCESSING MANAGER	5*	5	407.00	487.00	337.00	387.00	412.00
AA	ADMINISTRATIVE SECRETARY	1*	1	287.00	287.00	287.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	4	374.50	487.00	337.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	287.00	287.00	287.00	287.00	287.00
EE	STAFF ANALYST	1*	1	575.00	575.00	575.00	575.00	575.00
J	INFORMATION MANAGER	4*	4	578.00	650.00	487.00	575.00	650.00
	AVERAGE HRS/WK	38.4						
	COMPANIES RESPONDING	18						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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HARTFORD/SPRINGFIELD
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	12	39	196.23	237.00	155.00	195.00	212.00
B	WORD PROCESSING OPERATOR	21	83	230.06	312.00	165.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	15	57	243.10	312.00	195.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	23	288.08	362.00	212.00	287.00	237.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	257.83	312.00	237.00	237.00	237.00
F	WORD PROCESSING TRAINER	4*	4	374.50	487.00	312.00	337.00	312.00
G	PROOFREADER	4*	8	213.12	262.00	165.00	212.00	165.00
H	WORD PROCESSING SUPERVISOR	11	13	363.92	487.00	287.00	337.00	337.00
I	WORD PROCESSING MANAGER	9	9	419.00	525.00	312.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY	4*	4	236.50	287.00	185.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	362.00	362.00	362.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	5*	9	427.33	525.00	212.00	462.00	462.00
J	INFORMATION MANAGER	9	10	618.60	900.00	237.00	575.00	900.00
	AVERAGE HRS/WK	37.8						
	COMPANIES RESPONDING	28						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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HOUSTON
(zip code region 7)

32

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	22	104	234.79	437.00	142.00	212.00	212.00
B	WORD PROCESSING OPERATOR	45	212	294.23	437.00	195.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	43	112	360.55	525.00	237.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	28	47	393.65	525.00	287.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	4*	7	379.85	487.00	287.00	337.00	337.00
F	WORD PROCESSING TRAINER	12	13	393.76	525.00	262.00	362.00	362.00
G	PROOFREADER	14	19	321.21	412.00	262.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	36	42	457.07	750.00	262.00	437.00	412.00
I	WORD PROCESSING MANAGER	28	34	497.55	1,001.00	262.00	487.00	362.00
AA	ADMINISTRATIVE SECRETARY	9	49	349.75	487.00	262.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	23	394.08	650.00	312.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	633.33	750.00	575.00	575.00	575.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	508.00	650.00	387.00	462.00	387.00
EE	STAFF ANALYST	4*	6	654.00	900.00	437.00	575.00	900.00
J	INFORMATION MANAGER	8	8	684.37	1,001.00	412.00	650.00	750.00
	AVERAGE HRS/WK		39.5					
	COMPANIES RESPONDING		70					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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INDIANAPOLIS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	14	189.57	212.00	175.00	185.00	185.00
B	WORD PROCESSING OPERATOR	20	38	224.92	387.00	147.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	13	51	251.41	337.00	165.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	15	255.20	362.00	185.00	237.00	237.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	287.00	287.00	287.00	287.00	287.00
F	WORD PROCESSING TRAINER	5*	15	330.33	387.00	262.00	337.00	337.00
G	PROOFREADER	2*	2	274.50	312.00	237.00	287.00	237.00
H	WORD PROCESSING SUPERVISOR	12	17	337.05	575.00	237.00	287.00	262.00
I	WORD PROCESSING MANAGER	7	7	478.28	750.00	362.00	387.00	362.00
AA	ADMINISTRATIVE SECRETARY	4*	4	330.75	387.00	287.00	312.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	412.00	412.00	412.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	387.00	387.00	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	262.00	262.00	262.00	262.00	262.00
EE	STAFF ANALYST	2*	2	543.50	650.00	437.00	575.00	437.00
J	INFORMATION MANAGER	3*	3	545.66	650.00	462.00	487.00	462.00
	AVERAGE HRS/WK		39.8					
	COMPANIES RESPONDING	29						

*Small samples produce less significant data.
 MEDIAN: Middle occurrence
 MODE: Most frequent occurrence
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KANSAS CITY METRO
(zip code region 6)

34

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	14	236.28	412.00	175.00	212.00	237.00
B	WORD PROCESSING OPERATOR	13	37	247.02	312.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	20	49	272.87	362.00	195.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	10	14	312.00	412.00	212.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	287.00	362.00	237.00	237.00	237.00
F	WORD PROCESSING TRAINER	1*	1	437.00	437.00	437.00	437.00	437.00
G	PROOFREADER	3*	4	218.25	237.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	18	19	373.21	575.00	212.00	387.00	387.00
I	WORD PROCESSING MANAGER	6	6	524.83	650.00	312.00	525.00	650.00
AA	ADMINISTRATIVE SECRETARY	5*	23	256.73	387.00	185.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	7	351.28	412.00	287.00	337.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	466.33	525.00	412.00	437.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	262.00	262.00	262.00	262.00	262.00
EE	STAFF ANALYST	2*	2	506.00	575.00	437.00	525.00	437.00
J	INFORMATION MANAGER	4*	4	531.00	750.00	337.00	575.00	337.00
	AVERAGE HRS/WK	37.8						
	COMPANIES RESPONDING	28						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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LANSING/GRAND RAPIDS
(zip code region 4)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	8	268.25	312.00	212.00	262.00	287.00
B	WORD PROCESSING OPERATOR	6	11	275.43	312.00	212.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	9	18	306.44	337.00	212.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	9	334.22	387.00	262.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	4	262.00	287.00	237.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	3*	3	403.66	487.00	337.00	362.00	337.00
I	WORD PROCESSING MANAGER	4*	4	481.00	650.00	337.00	487.00	337.00
AA	ADMINISTRATIVE SECRETARY	2*	3	270.33	287.00	262.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	462.00	462.00	462.00	462.00	462.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	531.00	650.00	412.00	575.00	412.00
EE	STAFF ANALYST	1*	1	525.00	525.00	525.00	525.00	525.00
J	INFORMATION MANAGER	3*	3	608.33	650.00	525.00	575.00	650.00
	AVERAGE HRS/WK		39.7					
	COMPANIES RESPONDING		12					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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LINCOLN/OMAHA
(zip code region 6)

38

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	10	199.70	237.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	20	95	355.27	525.00	165.00	262.00	525.00
C	WORD PROCESSING SPECIALIST I	16	32	232.09	312.00	165.00	212.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	22	252.90	387.00	212.00	237.00	212.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	228.50	287.00	195.00	212.00	195.00
F	WORD PROCESSING TRAINER	3*	6	349.50	387.00	262.00	362.00	362.00
G	PROOFREADER	4*	11	452.36	575.00	165.00	575.00	575.00
H	WORD PROCESSING SUPERVISOR	17	22	332.45	487.00	212.00	312.00	312.00
I	WORD PROCESSING MANAGER	7	7	362.00	412.00	312.00	362.00	362.00
AA	ADMINISTRATIVE SECRETARY	4*	20	243.90	287.00	175.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	337.00	337.00	337.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	387.00	387.00	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	337.00	337.00	337.00	337.00	337.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	5*	5	507.20	750.00	312.00	462.00	312.00
	AVERAGE HRS/WK		40.2					
	COMPANIES RESPONDING		32					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**LOS ANGELES
(zip code region 9)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	24	35	287.05	525.00	175.00	262.00	212.00
B	WORD PROCESSING OPERATOR	58	173	328.56	525.00	212.00	312.00	337.00
C	WORD PROCESSING SPECIALIST I	66	177	367.58	525.00	212.00	362.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	51	85	397.45	525.00	237.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	8	17	410.52	487.00	237.00	412.00	462.00
F	WORD PROCESSING TRAINER	9	12	366.16	462.00	262.00	362.00	312.00
G	PROOFREADER	17	37	318.75	487.00	212.00	312.00	237.00
H	WORD PROCESSING SUPERVISOR	53	63	459.38	1,001.00	287.00	462.00	525.00
I	WORD PROCESSING MANAGER	40	42	568.59	900.00	287.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	16	68	379.85	900.00	212.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	19	412.68	525.00	312.00	412.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	525.00	525.00	525.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	666.66	1,001.00	437.00	575.00	437.00
EE	STAFF ANALYST	6	14	556.07	750.00	462.00	525.00	487.00
J	INFORMATION MANAGER	15	16	655.43	1,001.00	387.00	650.00	650.00
	AVERAGE HRS/WK		39.1					
	COMPANIES RESPONDING		112					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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METRO ST. LOUIS
(zip code region 6)

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	25	218.68	262.00	147.00	212.00	212.00
B	WORD PROCESSING OPERATOR	24	163	259.50	462.00	185.00	262.00	212.00
C	WORD PROCESSING SPECIALIST I	20	119	296.34	487.00	185.00	287.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	15	33	322.60	462.00	212.00	312.00	337.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	274.50	362.00	212.00	262.00	262.00
F	WORD PROCESSING TRAINER	3*	3	278.66	312.00	212.00	287.00	312.00
G	PROOFREADER	4*	4	236.50	337.00	185.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	15	19	352.84	750.00	262.00	312.00	312.00
I	WORD PROCESSING MANAGER	15	15	489.73	650.00	312.00	437.00	412.00
AA	ADMINISTRATIVE SECRETARY	10	469	336.72	487.00	175.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	126	369.14	487.00	262.00	387.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	11	499.81	525.00	412.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	487.00	487.00	487.00	487.00	487.00
EE	STAFF ANALYST	4*	5	412.20	525.00	262.00	362.00	525.00
J	INFORMATION MANAGER	11	11	474.72	650.00	312.00	437.00	575.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	36						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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MINNEAPOLIS/ST. PAUL
(zip code region 5)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	14	209.35	262.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	18	39	241.89	287.00	195.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	19	51	275.23	362.00	137.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	20	314.50	387.00	262.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	287.00	337.00	237.00	312.00	237.00
F	WORD PROCESSING TRAINER	3*	3	295.33	312.00	287.00	287.00	287.00
G	PROOFREADER	1*	1	287.00	287.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	14	15	374.53	525.00	262.00	362.00	337.00
I	WORD PROCESSING MANAGER	12	12	448.66	575.00	362.00	462.00	362.00
AA	ADMINISTRATIVE SECRETARY	6	11	331.36	525.00	262.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	10	347.00	387.00	287.00	337.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	387.00	387.00	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	4	412.00	487.00	337.00	412.00	412.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	4*	4	669.00	1,001.00	525.00	575.00	575.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	27						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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MORRISTOWN/TRENTON
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	9	16	239.93	312.00	165.00	262.00	262.00
B	WORD PROCESSING OPERATOR	14	29	260.27	337.00	212.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	11	41	303.46	412.00	237.00	287.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	22	324.50	437.00	237.00	312.00	337.00
E	PHOTOTYPESETTING SPECIALIST	3*	12	384.91	437.00	337.00	387.00	387.00
F	WORD PROCESSING TRAINER	2*	3	362.00	387.00	337.00	337.00	337.00
G	PROOFREADER	2*	6	317.50	387.00	195.00	362.00	387.00
H	WORD PROCESSING SUPERVISOR	10	11	410.90	575.00	337.00	387.00	387.00
I	WORD PROCESSING MANAGER	7	7	623.14	750.00	487.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	1*	1	262.00	262.00	262.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	312.00	312.00	312.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	337.00	337.00	337.00	337.00	337.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
	AVERAGE HRS/WK		37.9					
	COMPANIES RESPONDING		20					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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NEWARK/PASSAIC
(zip code region 0)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	30	209.83	337.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	17	50	235.28	387.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	14	23	279.08	362.00	155.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	13	304.30	387.00	262.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	3*	3	387.00	462.00	287.00	387.00	287.00
G	PROOFREADER	2*	2	312.00	387.00	237.00	362.00	237.00
H	WORD PROCESSING SUPERVISOR	9	10	365.80	525.00	287.00	362.00	387.00
I	WORD PROCESSING MANAGER	6	6	476.83	525.00	362.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	2*	23	298.95	387.00	262.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	10	365.80	525.00	312.00	337.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	4	459.00	525.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	606.00	750.00	462.00	650.00	462.00
EE	STAFF ANALYST	2*	2	337.00	362.00	312.00	337.00	312.00
J	INFORMATION MANAGER	5*	5	637.40	900.00	462.00	575.00	650.00
	AVERAGE HRS/WK		37.6					
	COMPANIES RESPONDING		20					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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NEW YORK METRO
(zip code region 1)

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	41	235	243.85	362.00	137.00	262.00	262.00
B	WORD PROCESSING OPERATOR	73	616	264.74	442.00	155.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	63	265	310.26	525.00	165.00	287.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	48	119	328.70	525.00	212.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	11	42	272.11	412.00	212.00	237.00	212.00
F	WORD PROCESSING TRAINER	19	39	371.94	525.00	287.00	387.00	412.00
G	PROOFREADER	27	132	255.41	650.00	155.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	61	137	357.94	1,001.00	195.00	337.00	237.00
I	WORD PROCESSING MANAGER	35	106	413.16	1,001.00	287.00	362.00	362.00
AA	ADMINISTRATIVE SECRETARY	19	557	289.55	575.00	175.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	13	291	329.31	575.00	262.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	53	372.64	575.00	212.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	44	392.72	750.00	312.00	362.00	312.00
EE	STAFF ANALYST	11	47	479.87	750.00	412.00	462.00	487.00
J	INFORMATION MANAGER	31	46	715.91	1,001.00	462.00	650.00	575.00
	AVERAGE HRS/WK	35.7						
	COMPANIES RESPONDING	108						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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OAKLAND/SAN FRANCISCO
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	17	270.76	312.00	195.00	287.00	312.00
B	WORD PROCESSING OPERATOR	36	118	315.28	525.00	212.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	29	89	344.58	487.00	237.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	23	38	384.71	525.00	312.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	3*	5	429.60	650.00	262.00	437.00	262.00
F	WORD PROCESSING TRAINER	3*	9	451.00	650.00	362.00	412.00	387.00
G	PROOFREADER	7	12	437.16	650.00	262.00	362.00	650.00
H	WORD PROCESSING SUPERVISOR	24	33	417.33	525.00	312.00	412.00	362.00
I	WORD PROCESSING MANAGER	21	21	546.90	1,001.00	387.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	12	85	377.00	462.00	262.00	362.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	39	398.25	525.00	312.00	387.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	16	450.37	650.00	362.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	612.33	900.00	437.00	525.00	437.00
EE	STAFF ANALYST	8	9	481.66	575.00	362.00	462.00	525.00
J	INFORMATION MANAGER	12	13	630.76	1,001.00	387.00	525.00	525.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	63						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ORANGE COUNTY
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	11	27	279.59	337.00	137.00	262.00	312.00
B	WORD PROCESSING OPERATOR	12	35	284.85	337.00	237.00	287.00	262.00
C	WORD PROCESSING SPECIALIST I	20	56	318.25	412.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	22	56	371.82	462.00	262.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	387.00	462.00	312.00	437.00	312.00
F	WORD PROCESSING TRAINER	3*	3	287.00	387.00	237.00	237.00	237.00
G	PROOFREADER	5*	12	362.00	487.00	287.00	312.00	287.00
H	WORD PROCESSING SUPERVISOR	16	22	412.63	525.00	312.00	412.00	412.00
I	WORD PROCESSING MANAGER	10	11	513.54	575.00	412.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	4*	7	297.71	437.00	237.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	4	324.50	387.00	287.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	312.00	312.00	312.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	560.16	900.00	387.00	487.00	387.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	2*	2	700.00	750.00	650.00	650.00	650.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	36						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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PHILADELPHIA
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	32	70	210.24	312.00	155.00	212.00	237.00
B	WORD PROCESSING OPERATOR	56	240	247.87	362.00	155.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	50	169	273.66	387.00	185.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	42	91	311.45	437.00	212.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	312.00	312.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	8	9	309.22	362.00	262.00	287.00	262.00
G	PROOFREADER	9	18	252.27	362.00	175.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	56	80	381.13	750.00	237.00	337.00	312.00
I	WORD PROCESSING MANAGER	30	33	447.69	900.00	287.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	15	154	297.01	387.00	155.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	11	86	350.95	487.00	262.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	14	446.85	525.00	387.00	437.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	11	12	513.25	750.00	337.00	487.00	412.00
EE	STAFF ANALYST	4*	4	512.25	650.00	387.00	525.00	387.00
J	INFORMATION MANAGER	16	17	571.88	900.00	337.00	525.00	412.00
	AVERAGE HRS/WK		37.7					
	COMPANIES RESPONDING		89					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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PHOENIX
(zip code region 8)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	17	209.05	362.00	165.00	185.00	185.00
B	WORD PROCESSING OPERATOR	25	89	234.43	525.00	175.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	21	67	298.94	387.00	212.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	13	30	274.50	412.00	237.00	237.00	237.00
E	PHOTOTYPESETTING SPECIALIST	4*	8	318.25	362.00	287.00	312.00	287.00
F	WORD PROCESSING TRAINER	4*	4	427.75	650.00	262.00	412.00	262.00
G	PROOFREADER	4*	7	228.42	362.00	175.00	185.00	175.00
H	WORD PROCESSING SUPERVISOR	16	19	408.15	1,001.00	287.00	337.00	337.00
I	WORD PROCESSING MANAGER	13	14	431.71	750.00	262.00	412.00	262.00
AA	ADMINISTRATIVE SECRETARY	8	24	260.70	362.00	175.00	262.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	4	337.00	387.00	287.00	337.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	3	378.66	437.00	287.00	367.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	403.66	487.00	337.00	362.00	337.00
EE	STAFF ANALYST	3*	4	387.00	412.00	362.00	387.00	387.00
J	INFORMATION MANAGER	7	7	592.71	900.00	362.00	575.00	650.00
	AVERAGE HRS/WK		39.2					
	COMPANIES RESPONDING		42					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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PITTSBURGH
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	12	16	209.50	262.00	137.00	212.00	237.00
B	WORD PROCESSING OPERATOR	25	52	267.96	412.00	142.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	24	60	282.95	437.00	175.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	19	24	340.12	462.00	212.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	3*	3	312.00	362.00	262.00	287.00	262.00
F	WORD PROCESSING TRAINER	3*	3	328.66	412.00	237.00	312.00	237.00
G	PROOFREADER	8	16	230.37	287.00	175.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	21	23	390.30	650.00	237.00	362.00	362.00
I	WORD PROCESSING MANAGER	12	12	477.83	650.00	262.00	437.00	650.00
AA	ADMINISTRATIVE SECRETARY	4*	4	287.00	437.00	212.00	237.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	525.00	525.00	525.00	525.00	525.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
EE	STAFF ANALYST	4*	4	437.25	525.00	262.00	487.00	525.00
J	INFORMATION MANAGER	6*	4	556.25	650.00	525.00	525.00	525.00
	AVERAGE HRS/WK		39.2					
	COMPANIES RESPONDING		43					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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PORTLAND
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	24	241.12	337.00	165.00	212.00	185.00
B	WORD PROCESSING OPERATOR	24	50	272.66	362.00	195.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	26	72	291.97	387.00	195.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	11	13	306.23	387.00	237.00	287.00	237.00
E	PHOTOTYPESETTING SPECIALIST	6	8	290.12	337.00	262.00	262.00	262.00
F	WORD PROCESSING TRAINEE	2*	2	274.50	312.00	237.00	287.00	237.00
G	PROOFREADER	3*	3	278.66	287.00	262.00	262.00	287.00
H	WORD PROCESSING SUPERVISOR	24	26	374.03	650.00	287.00	337.00	337.00
I	WORD PROCESSING MANAGER	14	14	442.50	650.00	262.00	437.00	337.00
AA	ADMINISTRATIVE SECRETARY	9	63	284.22	412.00	212.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	13	323.53	412.00	262.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	8	382.37	525.00	262.00	412.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	600.00	1,001.00	362.00	525.00	362.00
EE	STAFF ANALYST	4*	4	405.75	487.00	337.00	387.00	337.00
J	INFORMATION MANAGER	6	8	448.12	650.00	337.00	437.00	337.00
	AVERAGE HRS/WK		39.6					
	COMPANIES RESPONDING		43					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ROCHESTER/SYRACUSE
(zip code region 1)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	8	212.62	312.00	165.00	175.00	175.00
B	WORD PROCESSING OPERATOR	14	29	256.51	367.00	165.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	13	28	273.00	387.00	195.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	7	329.85	412.00	237.00	312.00	412.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	4	362.00	362.00	362.00	362.00	362.00
G	PROOFREADER	1*	1	212.00	212.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	9	9	338.44	525.00	212.00	312.00	312.00
I	WORD PROCESSING MANAGER	8	8	401.12	650.00	312.00	362.00	337.00
AA	ADMINISTRATIVE SECRETARY	4*	15	293.66	362.00	212.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	4	280.75	337.00	212.00	312.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	3	504.00	650.00	337.00	487.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	424.50	462.00	387.00	412.00	387.00
EE	STAFF ANALYST	1*	7	358.42	487.00	287.00	362.00	362.00
J	INFORMATION MANAGER	5*	5	760.40	1,001.00	525.00	650.00	525.00
	AVERAGE HRS/WK		38.5					
	COMPANIES RESPONDING		26					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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SAN DIEGO
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	18	230.55	262.00	165.00	237.00	262.00
B	WORD PROCESSING OPERATOR	20	72	253.84	362.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	12	33	308.21	362.00	237.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	17	27	323.11	412.00	237.00	312.00	337.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	312.00	312.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	5*	7	322.71	412.00	237.00	312.00	312.00
G	PROOFREADER	3*	5	298.60	412.00	195.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	17	18	365.50	525.00	262.00	362.00	387.00
I	WORD PROCESSING MANAGER	10	10	480.90	650.00	362.00	462.00	437.00
AA	ADMINISTRATIVE SECRETARY	3*	3	320.33	412.00	212.00	312.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	337.00	337.00	337.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	462.00	462.00	462.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	2*	2	506.00	650.00	362.00	575.00	362.00
J	INFORMATION MANAGER	2*	2	612.50	650.00	575.00	575.00	575.00
	AVERAGE HRS/WK		38.0					
	COMPANIES RESPONDING		35					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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SANTA MONICA
(zip code region 9)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	2	337.00	337.00	337.00	337.00	337.00
B	WORD PROCESSING OPERATOR	1*	2	312.00	312.00	312.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	2*	10	367.00	412.00	312.00	362.00	412.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	2	399.50	412.00	387.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	3	462.00	462.00	462.00	462.00	462.00
I	WORD PROCESSING MANAGER	1*	2	637.50	750.00	525.00	650.00	525.00
AA	ADMINISTRATIVE SECRETARY	2*	7	351.28	412.00	312.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	3	395.33	412.00	362.00	387.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	387.00	387.00	387.00	387.00	387.00
J	INFORMATION MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
	AVERAGE HRS/WK		40.0					
	COMPANIES RESPONDING		2					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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TAMPA
(zip code region 3)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	12	210.16	237.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	13	65	276.23	312.00	147.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	14	29	275.72	362.00	185.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	8	283.87	362.00	212.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	312.00	312.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	4*	4	406.00	525.00	262.00	487.00	525.00
G	PROOFREADER	4*	7	329.85	362.00	237.00	362.00	362.00
H	WORD PROCESSING SUPERVISOR	8	11	426.81	525.00	362.00	412.00	462.00
I	WORD PROCESSING MANAGER	7	7	396.00	650.00	262.00	337.00	337.00
AA	ADMINISTRATIVE SECRETARY	2*	8	221.12	287.00	147.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	8	324.50	362.00	237.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	4	262.00	312.00	212.00	287.00	212.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
EE	STAFF ANALYST	2*	2	406.00	525.00	287.00	487.00	287.00
J	INFORMATION MANAGER	5*	5	532.20	900.00	312.00	387.00	312.00
	AVERAGE HRS/WK	40.0						
	COMPANIES RESPONDING	25						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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WASHINGTON DC
(zip code region 2)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	13	16	236.27	312.00	165.00	237.00	212.00
B	WORD PROCESSING OPERATOR	29	115	275.23	437.00	185.00	262.00	312.00
C	WORD PROCESSING SPECIALIST I	31	123	315.65	462.00	195.00	312.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	16	30	340.33	487.00	237.00	337.00	287.00
E	PHOTOTYPESETTING SPECIALIST	6	8	362.00	462.00	312.00	362.00	362.00
F	WORD PROCESSING TRAINER	5*	6	324.50	387.00	262.00	337.00	262.00
G	PROOFREADER	10	24	315.70	525.00	212.00	287.00	237.00
H	WORD PROCESSING SUPERVISOR	29	35	431.71	650.00	287.00	412.00	412.00
I	WORD PROCESSING MANAGER	19	21	552.85	1,001.00	387.00	525.00	387.00
AA	ADMINISTRATIVE SECRETARY	13	110	317.57	750.00	212.00	287.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	50	354.26	525.00	287.00	337.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	7	419.28	575.00	312.00	362.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	449.50	487.00	412.00	462.00	412.00
EE	STAFF ANALYST	4*	7	569.42	900.00	362.00	487.00	362.00
J	INFORMATION MANAGER	12	12	602.08	1,001.00	412.00	525.00	412.00
	AVERAGE HRS/WK	38.1						
	COMPANIES RESPONDING	52						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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WINSTON SALEM/GREENSBORO/HIGH POINT

(zip code region 2)

54

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	12	210.50	262.00	175.00	212.00	212.00
B	WORD PROCESSING OPERATOR	22	75	232.18	312.00	137.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	20	57	252.52	387.00	141.00	237.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	31	280.54	462.00	212.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	4*	4	343.25	412.00	262.00	337.00	262.00
G	PROOFREADER	2*	2	248.50	312.00	185.00	287.00	185.00
H	WORD PROCESSING SUPERVISOR	13	17	356.23	1,001.00	237.00	287.00	287.00
I	WORD PROCESSING MANAGER	9	9	416.22	525.00	337.00	387.00	337.00
AA	ADMINISTRATIVE SECRETARY	5*	59	251.40	337.00	212.00	237.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	77	286.85	362.00	185.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	249.50	262.00	237.00	237.00	237.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	437.00	437.00	437.00	437.00	437.00
EE	STAFF ANALYST	4*	4	430.75	462.00	387.00	437.00	437.00
J	INFORMATION MANAGER	8	8	559.12	900.00	262.00	575.00	362.00
	AVERAGE HRS/WK		39.5					
	COMPANIES RESPONDING		34					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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NON-METROPOLITAN

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	179	419	215.32	437.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	373	1,290	255.11	525.00	137.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	384	1,331	277.80	525.00	137.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	253	459	305.63	525.00	155.00	312.00	262.00
E	PHOTOTYPESETTING SPECIALIST	37	66	315.92	575.00	175.00	312.00	287.00
F	WORD PROCESSING TRAINER	47	58	360.10	900.00	175.00	337.00	437.00
G	PROOFREADER	61	110	277.42	462.00	155.00	262.00	237.00
H	WORD PROCESSING SUPERVISOR	322	425	373.40	1,001.00	185.00	362.00	337.00
I	WORD PROCESSING MANAGER	217	222	461.22	1,001.00	237.00	437.00	387.00
AA	ADMINISTRATIVE SECRETARY	90	709	292.54	650.00	137.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	56	210	304.07	525.00	175.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	25	58	422.50	650.00	212.00	462.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	38	45	530.02	900.00	262.00	487.00	650.00
EE	STAFF ANALYST	35	41	466.12	900.00	212.00	462.00	412.00
J	INFORMATION MANAGER	95	96	579.41	1,001.00	237.00	525.00	525.00
	AVERAGE HRS/WK	39.1						
	COMPANIES RESPONDING	637						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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TOTAL CANADA

56

	NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A WORD PROCESSING TRAINEE	73	143	297.53	575.00	137.00	287.00	262.00
B WORD PROCESSING OPERATOR	175	842	334.88	650.00	155.00	312.00	312.00
C WORD PROCESSING SPECIALIST I	156	528	349.86	750.00	237.00	337.00	337.00
D WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	103	161	397.14	575.00	262.00	387.00	362.00
E PHOTOTYPESETTING SPECIALIST	18	62	453.95	525.00	287.00	437.00	525.00
F WORD PROCESSING TRAINER	31	51	492.90	1,001.00	237.00	437.00	525.00
G PROOFREADER	20	39	381.02	575.00	212.00	337.00	337.00
H WORD PROCESSING SUPERVISOR	143	183	433.83	900.00	212.00	412.00	387.00
I WORD PROCESSING MANAGER	69	72	558.16	900.00	287.00	525.00	525.00
AA ADMINISTRATIVE SECRETARY	55	417	364.13	750.00	212.00	362.00	312.00
BB SENIOR ADMINISTRATIVE SECRETARY	36	197	398.41	650.00	237.00	387.00	337.00
CC ADMINISTRATIVE SUPPORT SUPERVISOR	16	47	409.38	650.00	337.00	387.00	387.00
DD ADMINISTRATIVE SUPPORT MANAGER	15	17	604.35	900.00	412.00	575.00	650.00
EE STAFF ANALYST	20	27	574.81	900.00	362.00	525.00	575.00
J INFORMATION MANAGER	42	42	745.07	1,001.00	362.00	750.00	750.00
AVERAGE HRS/WK		36.6					
COMPANIES RESPONDING	295						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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CALGARY

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	8	12	287.00	387.00	137.00	312.00	312.00
B	WORD PROCESSING OPERATOR	14	38	358.71	412.00	237.00	362.00	412.00
C	WORD PROCESSING SPECIALIST I	13	66	380.57	525.00	262.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	15	33	465.63	525.00	337.00	462.00	525.00
E	PHOTOTYPESETTING SPECIALIST	4*	13	431.23	487.00	337.00	437.00	437.00
F	WORD PROCESSING TRAINER	6	11	508.90	650.00	287.00	525.00	525.00
G	PROOFREADER	4*	6	332.83	487.00	212.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	13	16	511.43	750.00	387.00	487.00	387.00
I	WORD PROCESSING MANAGER	9	9	634.55	900.00	287.00	575.00	900.00
AA	ADMINISTRATIVE SECRETARY	4*	63	386.01	525.00	262.00	412.00	412.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	37	492.59	650.00	387.00	462.00	462.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	625.00	650.00	575.00	575.00	650.00
EE	STAFF ANALYST	3*	7	662.42	900.00	462.00	575.00	575.00
J	INFORMATION MANAGER	3*	3	967.33	1,001.00	900.00	900.00	1,001.00
	AVERAGE HRS/WK		36.9					
	COMPANIES RESPONDING		27					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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MONTREAL

53

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	7	262.00	287.00	212.00	262.00	262.00
B	WORD PROCESSING OPERATOR	21	104	333.87	462.00	212.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	17	47	327.42	462.00	262.00	312.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	9	371.77	525.00	262.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	3*	4	362.00	437.00	287.00	412.00	287.00
F	WORD PROCESSING TRAINER	1*	1	337.00	337.00	337.00	337.00	337.00
G	PROOFREADER	3*	5	362.00	462.00	312.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	15	15	429.60	650.00	212.00	387.00	387.00
I	WORD PROCESSING MANAGER	6	6	577.00	650.00	487.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY	5*	42	318.54	387.00	212.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	33	316.54	437.00	237.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	8	455.87	650.00	362.00	412.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST	2*	3	412.00	487.00	362.00	362.00	362.00
J	INFORMATION MANAGER	6	6	721.00	1,001.00	525.00	650.00	650.00
	AVERAGE HRS/WK		36.4					
	COMPANIES RESPONDING		33					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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OTTAWA

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	5	292.00	312.00	262.00	287.00	312.00
B	WORD PROCESSING OPERATOR	16	122	356.05	412.00	262.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	13	60	393.66	462.00	287.00	412.00	412.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	14	390.57	437.00	312.00	387.00	437.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	3*	7	474.85	525.00	337.00	525.00	525.00
G	PROOFREADER	2*	3	420.33	437.00	387.00	412.00	437.00
H	WORD PROCESSING SUPERVISOR	10	14	448.78	525.00	312.00	437.00	525.00
I	WORD PROCESSING MANAGER	8	8	528.00	650.00	412.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	6	32	372.15	437.00	212.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	10	415.80	525.00	312.00	412.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	5	630.00	750.00	525.00	575.00	650.00
EE	STAFF ANALYST	4*	4	693.75	900.00	575.00	650.00	650.00
J	INFORMATION MANAGER	8	8	767.25	1,001.00	362.00	750.00	900.00
	AVERAGE HRS/WK	37.1						
	COMPANIES RESPONDING	24						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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TORONTO

8

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	36	57	283.92	462.00	212.00	287.00	262.00
B	WORD PROCESSING OPERATOR	84	364	323.12	462.00	212.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	82	226	338.66	525.00	237.00	337.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	56	81	383.14	575.00	262.00	362.00	362.00
E	PHOTOTYPEGETTING SPECIALIST	7	39	481.23	525.00	337.00	525.00	525.00
F	WORD PROCESSING TRAINER	9	10	392.00	462.00	287.00	387.00	387.00
G	PROOFREADER	7	18	412.94	575.00	237.00	487.00	525.00
H	WORD PROCESSING SUPERVISOR	74	90	427.77	900.00	262.00	412.00	337.00
I	WORD PROCESSING MANAGER	29	32	551.00	900.00	387.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	26	147	326.37	575.00	237.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	16	94	376.63	575.00	312.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	37	401.89	525.00	362.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	6	631.16	900.00	487.00	575.00	650.00
EE	STAFF ANALYST	5*	6	554.00	750.00	462.00	525.00	525.00
J	INFORMATION MANAGER	19	19	692.10	1,001.00	362.00	650.00	900.00
	AVERAGE HRS/WK	36.4						
	COMPANIES RESPONDING	140						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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WINNIPEG

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	3	245.33	262.00	237.00	237.00	237.00
B	WORD PROCESSING OPERATOR	4*	14	308.42	337.00	262.00	337.00	337.00
C	WORD PROCESSING SPECIALIST I	2*	2	299.50	312.00	287.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	5	302.00	362.00	262.00	287.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	462.00	462.00	462.00	462.00	462.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	3*	3	362.00	412.00	312.00	337.00	312.00
I	WORD PROCESSING MANAGER	2*	2	412.00	437.00	387.00	412.00	387.00
AA	ADMINISTRATIVE SECRETARY	2*	4	280.75	312.00	237.00	287.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	4	355.75	412.00	337.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	387.00	387.00	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK		37.6					
	COMPANIES RESPONDING		8					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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NON-METROPOLITAN

63

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	20	59	320.20	575.00	195.00	337.00	362.00
B	WORD PROCESSING OPERATOR	37	200	341.21	650.00	155.00	312.00	412.00
C	WORD PROCESSING SPECIALIST I	29	127	342.22	750.00	237.00	337.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	19	379.78	575.00	287.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	4*	6	387.16	525.00	287.00	387.00	287.00
F	WORD PROCESSING TRAINER	11	21	547.47	1,001.00	237.00	412.00	1,001.00
G	PROOFREADER	4*	7	337.00	412.00	287.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	28	45	419.88	575.00	287.00	387.00	362.00
I	WORD PROCESSING MANAGER	15	15	555.66	900.00	412.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	12	129	411.90	750.00	262.00	437.00	437.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	19	464.73	525.00	312.00	487.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	337.00	337.00	337.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	412.00	412.00	412.00	412.00	412.00
EE	STAFF ANALYST	6	7	506.85	650.00	362.00	462.00	437.00

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**AEROSPACE INDUSTRY
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	11	22	394.50	1,001.00	195.00	312.00	312.00
B	WORD PROCESSING OPERATOR	21	140	297.71	412.00	212.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	19	125	366.08	487.00	147.00	362.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	21	50	396.00	487.00	287.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	5*	10	399.50	462.00	262.00	412.00	412.00
F	WORD PROCESSING TRAINER	3*	3	429.66	462.00	412.00	412.00	412.00
G	PROOFREADER	7	18	318.94	487.00	237.00	312.00	262.00
H	WORD PROCESSING SUPERVISOR	14	19	464.05	575.00	237.00	462.00	462.00
I	WORD PROCESSING MANAGER	13	16	636.62	900.00	412.00	575.00	750.00
AA	ADMINISTRATIVE SECRETARY	5*	434	343.68	487.00	212.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	71	442.15	487.00	195.00	462.00	462.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	12	488.33	525.00	362.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	650.00	900.00	525.00	525.00	525.00
EE	STAFF ANALYST	5*	12	498.54	650.00	387.00	462.00	462.00
J	INFORMATION MANAGER	6	7	651.71	750.00	487.00	650.00	750.00
	AVERAGE HRS/WK	38.2						
	COMPANIES RESPONDING	97						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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CHEMICAL/ALLIED PRODUCTS (U.S.)

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	13	22	238.77	312.00	137.00	237.00	262.00
B	WORD PROCESSING OPERATOR	22	99	291.29	412.00	212.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	35	111	293.91	412.00	155.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	22	61	336.88	462.00	155.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	337.00	337.00	337.00	337.00	337.00
F	WORD PROCESSING TRAINER	3*	3	408.00	525.00	287.00	387.00	287.00
G	PROOFREADER	1*	1	287.00	287.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	22	32	432.40	650.00	287.00	437.00	437.00
I	WORD PROCESSING MANAGER	17	17	532.17	650.00	412.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	10	266	298.56	362.00	212.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	135	357.74	487.00	262.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	22	483.27	525.00	412.00	487.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	640.50	750.00	412.00	650.00	750.00
EE	STAFF ANALYST	5*	5	459.60	575.00	312.00	462.00	462.00
J	INFORMATION MANAGER	5*	5	705.00	900.00	575.00	650.00	650.00
	AVERAGE HRS/WK		38.9					
	COMPANIES RESPONDING		41					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**FOOD/TOBACCO
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	11	30	264.33	412.00	175.00	262.00	262.00
B	WORD PROCESSING OPERATOR	17	67	269.20	312.00	195.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	29	81	288.01	362.00	195.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	36	319.63	412.00	212.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	1*	3	303.66	337.00	262.00	287.00	262.00
F	WORD PROCESSING TRAINER	1*	1	525.00	525.00	525.00	525.00	525.00
G	PROOFREADER	4*	4	324.50	362.00	287.00	312.00	287.00
H	WORD PROCESSING SUPERVISOR	13	16	408.12	525.00	312.00	412.00	437.00
I	WORD PROCESSING MANAGER	15	16	522.43	1,001.00	312.00	487.00	525.00
AA	ADMINISTRATIVE SECRETARY	7	40	297.00	337.00	212.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	27	408.29	412.00	312.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	2	437.00	437.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	462.00	487.00	437.00	462.00	437.00
EE	STAFF ANALYST	3*	3	362.00	437.00	287.00	337.00	287.00
J	INFORMATION MANAGER	5*	5	675.20	1,001.00	525.00	525.00	525.00
	AVERAGE HRS/WK		37.9					
	COMPANIES RESPONDING		37					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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INSTRUMENTS (U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	5	228.00	312.00	142.00	212.00	237.00
B	WORD PROCESSING OPERATOR	8	13	284.38	387.00	195.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	6	10	289.50	362.00	212.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	4	280.75	387.00	212.00	262.00	212.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	287.00	287.00	287.00	287.00	287.00
F	WORD PROCESSING TRAINER	1*	1	312.00	312.00	312.00	312.00	312.00
G	PROOFREADER	1*	1	237.00	237.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	4*	4	421.50	575.00	312.00	387.00	312.00
I	WORD PROCESSING MANAGER	2*	2	324.50	337.00	312.00	312.00	312.00
AA	ADMINISTRATIVE SECRETARY	1*	1	312.00	312.00	312.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	412.00	412.00	412.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	412.00	437.00	387.00	412.00	387.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	3*	3	745.66	900.00	437.00	750.00	900.00
	AVERAGE HRS/WK		39.8					
	COMPANIES RESPONDING		13					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**MACHINERY
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	195.00	195.00	195.00	195.00	195.00
B	WORD PROCESSING OPERATOR	5*	20	283.25	337.00	212.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	6	10	269.10	337.00	185.00	287.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	4	287.00	387.00	212.00	287.00	212.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	2*	2	399.50	412.00	387.00	387.00	387.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	3*	3	441.33	525.00	337.00	437.00	337.00
I	WORD PROCESSING MANAGER	3*	3	495.66	575.00	387.00	487.00	387.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	299.50	312.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	493.50	525.00	462.00	487.00	462.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
	AVERAGE HRS/WK		39.5					
	COMPANIES RESPONDING		10					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**PAPER/PAPER PRODUCTS
(U.S.)**

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE							
B	WORD PROCESSING OPERATOR	5*	10	249.30	262.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	4*	22	281.31	312.00	262.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	10	327.00	337.00	312.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	287.00	287.00	287.00	287.00	287.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	5*	9	458.00	1,001.00	312.00	412.00	312.00
I	WORD PROCESSING MANAGER	2*	2	543.50	650.00	437.00	575.00	437.00
AA	ADMINISTRATIVE SECRETARY	2*	62	287.40	312.00	287.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	72	312.34	337.00	312.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	3	387.00	412.00	337.00	387.00	412.00
EE	STAFF ANALYST	1*	1	650.00	650.00	650.00	650.00	650.00
J	INFORMATION MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
	AVERAGE HRS/WK		38.9					
	COMPANIES RESPONDING		7					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**PETROLEUM/COAL/RUBBER
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	10	36	269.16	437.00	195.00	262.00	262.00
B	WORD PROCESSING OPERATOR	36	129	318.00	437.00	212.00	312.00	387.00
C	WORD PROCESSING SPECIALIST I	44	139	328.54	487.00	212.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	27	57	375.38	525.00	262.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST	5*	10	352.00	362.00	312.00	362.00	362.00
F	WORD PROCESSING TRAINER	14	14	407.57	525.00	337.00	387.00	362.00
G	PROOFREADER	10	14	373.64	650.00	262.00	362.00	337.00
H	WORD PROCESSING SUPERVISOR	36	49	471.61	1,001.00	287.00	437.00	437.00
I	WORD PROCESSING MANAGER	23	24	569.66	650.00	362.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	12	56	322.94	900.00	212.00	287.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	17	363.47	437.00	287.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	5	457.20	575.00	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	730.20	1,001.00	437.00	650.00	1,001.00
EE	STAFF ANALYST	3*	7	707.14	900.00	525.00	650.00	650.00
J	INFORMATION MANAGER	6	6	908.66	1,001.00	750.00	900.00	900.00
	AVERAGE HRS/WK	40.0						
	COMPANIES RESPONDING	59						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**PRIMARY/FABRICATED METAL
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	212.00	212.00	212.00	212.00	212.00
B	WORD PROCESSING OPERATOR	6	16	310.43	412.00	212.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	7	19	330.42	437.00	237.00	312.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	5	347.00	462.00	262.00	337.00	262.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	437.00	437.00	437.00	437.00	437.00
H	WORD PROCESSING SUPERVISOR	7	7	442.57	525.00	337.00	412.00	525.00
I	WORD PROCESSING MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY	3*	19	354.10	412.00	337.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	13	385.07	437.00	337.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	668.50	900.00	437.00	750.00	437.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	2*	2	775.00	900.00	650.00	750.00	650.00
	AVERAGE HRS/WK		39.3					
	COMPANIES RESPONDING		11					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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PRINTING/PUBLISHING (U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	22	190.81	237.00	147.00	185.00	212.00
B	WORD PROCESSING OPERATOR	14	28	232.71	312.00	175.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	15	35	260.22	337.00	175.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	9	20	283.25	412.00	212.00	262.00	237.00
E	PHOTOTYPESETTING SPECIALIST	6	18	362.72	650.00	262.00	362.00	362.00
F	WORD PROCESSING TRAINER	1*	1	337.00	337.00	337.00	337.00	337.00
G	PROOFREADER	8	16	293.87	650.00	155.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	11	12	337.00	487.00	237.00	312.00	262.00
I	WORD PROCESSING MANAGER	9	9	488.66	1,001.00	262.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	6	15	276.73	362.00	175.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	4*	7	337.00	387.00	287.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	2	456.00	525.00	387.00	487.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	587.50	650.00	525.00	575.00	525.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	5*	5	447.20	525.00	312.00	437.00	525.00
	AVERAGE HRS/WK	39.2						
	COMPANIES RESPONDING	31						

*Small samples produce less significant data.
 MEDIAN: Middle occurrence
 MODE: Most frequent occurrence
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**TEXTILE/APPAREL
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	212.00	212.00	212.00	212.00	212.00
B	WORD PROCESSING OPERATOR	5*	32	249.50	337.00	212.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	5*	18	254.11	287.00	195.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	3	349.66	525.00	237.00	262.00	237.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	2*	2	387.00	412.00	362.00	387.00	362.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	3	303.66	312.00	287.00	287.00	312.00
I	WORD PROCESSING MANAGER	5*	5	414.60	525.00	337.00	362.00	337.00
AA	ADMINISTRATIVE SECRETARY	3*	29	240.44	262.00	212.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	24	276.58	312.00	237.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	287.00	287.00	287.00	287.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER	2*	2	825.00	900.00	750.00	750.00	750.00
	AVERAGE HRS/WK		39.1					
	COMPANIES RESPONDING		9					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**TRANSPORTATION
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	12	272.08	312.00	175.00	312.00	312.00
B	WORD PROCESSING OPERATOR	8	88	498.92	525.00	237.00	525.00	525.00
C	WORD PROCESSING SPECIALIST I	13	45	383.00	525.00	212.00	337.00	525.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	14	424.57	525.00	212.00	412.00	412.00
E	PHOTOTYPESETTING SPECIALIST	2*	4	343.25	412.00	287.00	337.00	337.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	2*	8	535.87	575.00	262.00	575.00	575.00
H	WORD PROCESSING SUPERVISOR	11	17	517.52	1,001.00	337.00	525.00	525.00
I	WORD PROCESSING MANAGER	7	7	587.42	650.00	337.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	3*	5	342.00	462.00	237.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	287.00	287.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	575.00	575.00	575.00	575.00	575.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	5	492.20	575.00	387.00	462.00	575.00
EE	STAFF ANALYST	3*	3	495.66	575.00	387.00	487.00	387.00
J	INFORMATION MANAGER	8	8	667.25	1,001.00	387.00	650.00	750.00
	AVERAGE HRS/WK		40.2					
	COMPANIES RESPONDING		23					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**INFORMATION SYSTEMS/PRODUCTS/MANUFACTURING/SALES
(U.S.)**

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	7	11	204.09	262.00	155.00	195.00	155.00
B	WORD PROCESSING OPERATOR	29	89	261.94	362.00	142.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	23	80	325.75	412.00	237.00	312.00	387.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	32	329.59	462.00	175.00	337.00	362.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	262.00	262.00	262.00	262.00	262.00
F	WORD PROCESSING TRAINER	13	13	338.00	525.00	237.00	312.00	312.00
G	PROOFREADER	3*	5	317.00	337.00	237.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	19	25	433.64	650.00	262.00	412.00	387.00
I	WORD PROCESSING MANAGER	15	15	558.13	900.00	387.00	525.00	650.00
AA	ADMINISTRATIVE SECRETARY	11	26	250.11	412.00	137.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	33	334.72	487.00	237.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	7	15	433.73	525.00	212.00	462.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	11	551.00	650.00	337.00	575.00	650.00
EE	STAFF ANALYST	5*	7	426.42	525.00	237.00	412.00	387.00
J	INFORMATION MANAGER	9	10	557.30	900.00	262.00	525.00	900.00
	AVERAGE HRS/WK	40.3						
	COMPANIES RESPONDING	67						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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OTHER MANUFACTURING (U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	36	98	246.65	412.00	165.00	262.00	262.00
B	WORD PROCESSING OPERATOR	80	322	282.85	412.00	185.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	82	211	296.90	412.00	195.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	60	113	329.47	437.00	212.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	7	12	318.25	462.00	237.00	312.00	287.00
F	WORD PROCESSING TRAINER	14	16	370.62	525.00	287.00	362.00	387.00
G	PROOFREADER	18	23	331.56	462.00	212.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	68	86	412.95	1,001.00	237.00	412.00	462.00
I	WORD PROCESSING MANAGER	37	40	519.47	900.00	337.00	525.00	575.00
AA	ADMINISTRATIVE SECRETARY	24	300	313.51	487.00	185.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	16	98	358.43	525.00	237.00	362.00	362.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	8	520.00	750.00	387.00	462.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER	17	19	504.26	900.00	262.00	462.00	337.00
EE	STAFF ANALYST	4*	4	496.75	525.00	412.00	525.00	525.00
J	INFORMATION MANAGER	26	27	625.29	900.00	337.00	575.00	900.00
	AVERAGE HRS/WK		39.6					
	COMPANIES RESPONDING		142					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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AGRICULTURE/FORESTRY (U.S.)

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE							
B	WORD PROCESSING OPERATOR	2*	5	277.00	287.00	237.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	3*	5	277.00	287.00	262.00	262.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	5	307.00	337.00	262.00	287.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	3*	3	370.33	462.00	287.00	337.00	287.00
I	WORD PROCESSING MANAGER	3*	3	441.33	650.00	337.00	337.00	337.00
AA	ADMINISTRATIVE SECRETARY	1*	4	262.00	262.00	262.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	312.00	312.00	312.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	437.00	437.00	437.00	437.00	437.00
	AVERAGE HRS/WK		39.2					
	COMPANIES RESPONDING		5					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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EDUCATION (U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	47	92	215.54	525.00	137.00	212.00	237.00
B	WORD PROCESSING OPERATOR	92	208	227.65	525.00	137.00	212.00	212.00
C	WORD PROCESSING SPECIALIST I	83	172	245.78	412.00	137.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	57	75	268.00	412.00	185.00	262.00	262.00
E	PHOTOTYPESETTING SPECIALIST	18	19	290.31	462.00	175.00	287.00	287.00
F	WORD PROCESSING TRAINER	41	73	397.69	900.00	175.00	362.00	412.00
G	PROOFREADER	16	21	233.28	312.00	175.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	83	98	313.01	525.00	185.00	287.00	262.00
I	WORD PROCESSING MANAGER	49	53	398.15	650.00	262.00	362.00	337.00
AA	ADMINISTRATIVE SECRETARY	32	273	222.70	437.00	147.00	212.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	25	159	255.54	387.00	175.00	237.00	237.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	24	312.04	525.00	212.00	312.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	10	10	479.60	750.00	337.00	462.00	487.00
EE	STAFF ANALYST	5*	5	447.00	487.00	387.00	437.00	462.00
J	INFORMATION MANAGER	24	24	529.50	1,001.00	312.00	525.00	525.00
	AVERAGE HRS/WK	38.5						
	COMPANIES RESPONDING	194						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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FEDERAL GOVERNMENT (U.S.)

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	17	93	214.50	262.00	185.00	212.00	212.00
B	WORD PROCESSING OPERATOR	25	242	250.21	312.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	17	78	252.48	337.00	195.00	237.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	18	28	287.00	362.00	237.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	5*	8	283.87	287.00	262.00	287.00	287.00
F	WORD PROCESSING TRAINER	5*	5	292.00	362.00	237.00	287.00	237.00
G	PROOFREADER	6	10	319.50	437.00	287.00	312.00	287.00
H	WORD PROCESSING SUPERVISOR	26	34	330.38	487.00	262.00	312.00	312.00
I	WORD PROCESSING MANAGER	14	17	457.76	1,001.00	337.00	387.00	362.00
AA	ADMINISTRATIVE SECRETARY	5*	29	252.86	750.00	165.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	13	269.69	337.00	262.00	262.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	3*	15	324.53	575.00	262.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	6	6	510.16	650.00	412.00	487.00	525.00
EE	STAFF ANALYST	8	8	540.37	750.00	362.00	487.00	362.00
J	INFORMATION MANAGER	8	9	551.33	1,001.00	262.00	525.00	525.00
	AVERAGE HRS/WK	40.0						
	COMPANIES RESPONDING	32						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**STATE GOVERNMENT
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	18	36	243.75	362.00	165.00	237.00	287.00
B	WORD PROCESSING OPERATOR	37	251	236.58	387.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	30	91	278.74	437.00	195.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	22	43	300.37	412.00	212.00	287.00	312.00
E	PHOTOTYPESETTING SPECIALIST	8	15	302.00	337.00	237.00	287.00	337.00
F	WORD PROCESSING TRAINER	4*	4	330.75	412.00	237.00	337.00	237.00
G	PROOFREADER	7	10	277.80	362.00	195.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	37	53	347.37	487.00	262.00	337.00	337.00
I	WORD PROCESSING MANAGER	27	29	405.65	575.00	287.00	362.00	362.00
AA	ADMINISTRATIVE SECRETARY	5*	76	203.56	337.00	175.00	175.00	175.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	27	305.51	362.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	312.00	312.00	312.00	312.00	312.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	6	508.00	750.00	412.00	412.00	412.00
EE	STAFF ANALYST	11	20	501.65	900.00	312.00	525.00	575.00
J	INFORMATION MANAGER	7	9	638.88	750.00	525.00	575.00	750.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	54						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**LOCAL GOVERNMENT
(U.S.)**

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A*	WORD PROCESSING TRAINEE	18	43	220.93	337.00	155.00	212.00	237.00
B	WORD PROCESSING OPERATOR	36	124	252.93	525.00	137.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	35	100	274.40	362.00	155.00	287.00	212.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	22	34	285.52	387.00	212.00	287.00	237.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	312.00	312.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	4*	5	327.00	412.00	237.00	337.00	362.00
G	PROOFREADER	1*	1	262.00	262.00	262.00	262.00	262.00
H	WORD PROCESSING SUPERVISOR	28	29	339.58	437.00	237.00	337.00	362.00
I	WORD PROCESSING MANAGER	25	25	426.12	650.00	262.00	412.00	337.00
AA	ADMINISTRATIVE SECRETARY	9	22	307.45	362.00	212.00	312.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	12	291.16	337.00	212.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	4	393.25	437.00	262.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER	4*	4	553.00	650.00	337.00	575.00	650.00
EE	STAFF ANALYST	8	10	412.10	575.00	262.00	437.00	262.00
J	INFORMATION MANAGER	8	8	593.62	750.00	412.00	650.00	650.00
	AVERAGE HRS/WK	38.9						
	COMPANIES RESPONDING	67						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**INSURANCE
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	105	354	207.71	412.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	177	895	228.72	525.00	147.00	237.00	262.00
C	WORD PROCESSING SPECIALIST I	164	601	258.55	487.00	165.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	112	183	295.54	437.00	185.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	18	28	288.64	575.00	195.00	262.00	237.00
F	WORD PROCESSING TRAINER	13	17	362.00	487.00	262.00	362.00	362.00
G	PROOFREADER	30	80	228.05	412.00	155.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	133	193	352.90	1,001.00	212.00	337.00	362.00
I	WORD PROCESSING MANAGER	98	139	425.14	750.00	237.00	387.00	362.00
AA	ADMINISTRATIVE SECRETARY	21	134	256.41	437.00	155.00	237.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	23	317.43	412.00	237.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	9	12	401.66	650.00	212.00	412.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	9	9	558.11	1,001.00	362.00	412.00	412.00
EE	STAFF ANALYST	15	23	415.86	650.00	212.00	412.00	362.00
J	INFORMATION MANAGER	24	24	639.54	1,001.00	262.00	650.00	525.00
	AVERAGE HRS/WK	37.6						
	COMPANIES RESPONDING	229						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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INVESTMENT/BANKING/CREDIT AGENCIES (U.S.)

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	82	214	225.52	337.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	158	596	251.38	525.00	142.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	130	406	265.19	525.00	147.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	92	192	300.63	487.00	147.00	287.00	312.00
E	PHOTOTYPESETTING SPECIALIST	10	39	275.46	462.00	212.00	237.00	212.00
F	WORD PROCESSING TRAINER	14	21	317.95	437.00	212.00	312.00	287.00
G	PROOFREADER	27	102	240.11	362.00	175.00	237.00	262.00
H	WORD PROCESSING SUPERVISOR	129	205	335.50	1,001.00	212.00	337.00	337.00
I	WORD PROCESSING MANAGER	95	127	403.43	750.00	237.00	387.00	337.00
AA	ADMINISTRATIVE SECRETARY	28	246	292.34	575.00	142.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	18	184	317.71	575.00	212.00	312.00	262.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	10	63	374.31	650.00	312.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	9	36	375.91	750.00	312.00	362.00	312.00
EE	STAFF ANALYST	15	52	451.69	575.00	337.00	462.00	487.00
J	INFORMATION MANAGER	26	40	629.40	1,001.00	387.00	575.00	575.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	220						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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CONSTRUCTION (U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	6	208.83	237.00	185.00	212.00	212.00
B	WORD PROCESSING OPERATOR	12	51	276.17	337.00	185.00	262.00	337.00
C	WORD PROCESSING SPECIALIST I	14	38	295.55	437.00	212.00	262.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	12	455.83	525.00	387.00	437.00	437.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	378.66	487.00	262.00	362.00	262.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	12	278.66	412.00	237.00	262.00	237.00
H	WORD PROCESSING SUPERVISOR	9	14	424.64	650.00	337.00	362.00	337.00
I	WORD PROCESSING MANAGER	7	7	565.85	900.00	387.00	487.00	412.00
AA	ADMINISTRATIVE SECRETARY	5*	40	370.75	437.00	287.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	13	415.84	462.00	387.00	412.00	412.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	287.00	287.00	287.00	287.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	2*	2	437.00	462.00	412.00	437.00	412.00
J	INFORMATION MANAGER	4*	4	396.50	525.00	287.00	387.00	287.00
	AVERAGE HRS/WK	40.3						
	COMPANIES RESPONDING	22						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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LEGAL SERVICES (U.S.)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	52	116	259.57	437.00	147.00	237.00	237.00
B	WORD PROCESSING OPERATOR	109	371	316.01	750.00	137.00	312.00	262.00
C	WORD PROCESSING SPECIALIST I	113	370	336.88	900.00	185.00	337.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	78	113	359.46	900.00	212.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	412.00	412.00	412.00	412.00	412.00
F	WORD PROCESSING TRAINER	7	9	420.33	462.00	362.00	412.00	462.00
G	PROOFREADER	25	99	277.19	437.00	185.00	262.00	287.00
H	WORD PROCESSING SUPERVISOR	109	136	406.57	900.00	212.00	387.00	387.00
I	WORD PROCESSING MANAGER	50	50	530.02	1,001.00	262.00	487.00	437.00
AA	ADMINISTRATIVE SECRETARY	25	484	322.17	525.00	212.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	20	101	344.31	650.00	262.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	8	348.00	575.00	287.00	287.00	287.00
DD	ADMINISTRATIVE SUPPORT MANAGER	12	17	465.00	900.00	337.00	437.00	437.00
EE	STAFF ANALYST	2*	2	493.50	575.00	412.00	525.00	412.00
J	INFORMATION MANAGER	25	25	589.92	1,001.00	287.00	575.00	575.00
	AVERAGE HRS/WK		36.5					
	COMPANIES RESPONDING		184					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**MEDICAL CARE
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	22	49	232.34	337.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	36	130	262.28	362.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	54	311	284.34	412.00	195.00	287.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	25	50	325.50	437.00	212.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	312.00	312.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	5*	6	341.16	462.00	262.00	337.00	262.00
G	PROOFREADER	4*	5	252.00	287.00	212.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	32	51	370.35	750.00	262.00	362.00	362.00
I	WORD PROCESSING MANAGER	35	35	447.85	1,001.00	337.00	412.00	362.00
AA	ADMINISTRATIVE SECRETARY	11	65	317.38	412.00	175.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	7	15	379.20	462.00	195.00	312.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	5*	8	394.87	525.00	237.00	437.00	462.00
DD	ADMINISTRATIVE SUPPORT MANAGER	5*	5	554.80	900.00	262.00	525.00	262.00
EE	STAFF ANALYST	4*	6	522.83	650.00	337.00	525.00	525.00
J	INFORMATION MANAGER	7	7	614.14	900.00	412.00	575.00	412.00
	AVERAGE HRS/WK		39.6					
	COMPANIES RESPONDING		73					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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ASSOCIATION (U.S.)

	NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A WORD PROCESSING TRAINEE	9	13	226.15	312.00	155.00	212.00	212.00
B WORD PROCESSING OPERATOR	19	44	250.43	387.00	195.00	237.00	237.00
C WORD PROCESSING SPECIALIST I	21	42	301.88	487.00	237.00	287.00	262.00
D WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	16	18	334.22	487.00	237.00	312.00	312.00
E PHOTOTYPESETTING SPECIALIST	7	10	364.50	462.00	312.00	362.00	312.00
F WORD PROCESSING TRAINER	3*	5	297.00	337.00	262.00	262.00	262.00
G PROOFREADER	5*	10	330.90	525.00	212.00	262.00	525.00
H WORD PROCESSING SUPERVISOR	15	15	395.40	575.00	287.00	362.00	337.00
I WORD PROCESSING MANAGER	10	10	465.90	650.00	387.00	437.00	387.00
AA ADMINISTRATIVE SECRETARY	7	25	272.64	487.00	195.00	262.00	237.00
BB SENIOR ADMINISTRATIVE SECRETARY	4*	11	374.54	525.00	312.00	362.00	362.00
CC ADMINISTRATIVE SUPPORT SUPERVISOR	3*	4	493.50	575.00	387.00	525.00	575.00
DD ADMINISTRATIVE SUPPORT MANAGER	3*	3	545.66	650.00	412.00	525.00	412.00
EE STAFF ANALYST	3*	6	589.50	900.00	412.00	525.00	525.00
J INFORMATION MANAGER	10	10	507.30	1,001.00	312.00	487.00	412.00
AVERAGE HRS/WK		37.2					
COMPANIES RESPONDING	37						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**OTHER PROFESSIONAL SERVICES
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	44	60	228.43	337.00	142.00	212.00	212.00
B	WORD PROCESSING OPERATOR	94	253	271.50	462.00	165.00	262.00	237.00
C	WORD PROCESSING SPECIALIST I	83	212	312.33	650.00	175.00	212.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	60	89	335.46	900.00	212.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	14	20	309.50	412.00	237.00	287.00	287.00
F	WORD PROCESSING TRAINER	11	21	403.71	900.00	212.00	387.00	412.00
G	PROOFREADER	30	56	252.00	387.00	147.00	237.00	212.00
H	WORD PROCESSING SUPERVISOR	73	83	415.40	1,001.00	262.00	387.00	387.00
I	WORD PROCESSING MANAGER	47	51	490.19	1,001.00	262.00	462.00	525.00
AA	ADMINISTRATIVE SECRETARY	36	166	332.86	650.00	165.00	312.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	26	64	386.46	750.00	237.00	362.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	13	458.30	900.00	237.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	9	9	505.33	1,001.00	262.00	412.00	412.00
EE	STAFF ANALYST	6	11	688.45	900.00	387.00	650.00	900.00
J	INFORMATION MANAGER	42	42	533.73	1,001.00	237.00	525.00	525.00
	AVERAGE HRS/WK	38.8						
	COMPANIES RESPONDING	172						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**PUBLIC UTILITIES
(U.S.)**

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	27	65	244.12	387.00	165.00	237.00	212.00
B	WORD PROCESSING OPERATOR	65	312	298.06	462.00	185.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	64	272	330.24	412.00	185.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	52	128	333.09	487.00	237.00	312.00	262.00
E	PHOTOTYPESETTING SPECIALIST	8	12	364.08	462.00	262.00	337.00	462.00
F	WORD PROCESSING TRAINER	12	14	385.21	447.00	337.00	387.00	337.00
G	PROOFREADER	18	31	337.00	412.00	212.00	362.00	362.00
H	WORD PROCESSING SUPERVISOR	61	90	470.48	750.00	312.00	462.00	525.00
I	WORD PROCESSING MANAGER	49	49	605.75	1,001.00	337.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	20	235	336.36	462.00	237.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	10	73	332.20	412.00	237.00	337.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	25	442.20	575.00	287.00	462.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	7	669.57	900.00	437.00	650.00	750.00
EE	STAFF ANALYST	15	21	497.90	650.00	337.00	487.00	487.00
J	INFORMATION MANAGER	18	19	775.26	1,001.00	525.00	750.00	750.00
	AVERAGE HRS/WK		39.0					
	COMPANIES RESPONDING		101					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**RETAIL/WHOLESALE/IMPORT/EXPORT
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	12	29	219.96	287.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	22	196	262.05	362.00	185.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	19	131	289.95	362.00	137.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	18	51	334.54	437.00	212.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	3*	6	239.66	262.00	195.00	262.00	262.00
F	WORD PROCESSING TRAINER	2*	2	374.50	412.00	337.00	387.00	337.00
G	PROOFREADER	3*	6	270.33	362.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	18	34	384.79	462.00	262.00	387.00	412.00
I	WORD PROCESSING MANAGER	15	15	490.46	900.00	362.00	462.00	437.00
AA	ADMINISTRATIVE SECRETARY	5*	32	289.75	312.00	175.00	287.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	256.33	337.00	195.00	212.00	195.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	4	387.00	387.00	387.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	556.00	650.00	462.00	575.00	462.00
EE	STAFF ANALYST	2*	5	444.60	525.00	387.00	412.00	387.00
J	INFORMATION MANAGER	4*	4	809.75	1,001.00	487.00	900.00	1,001.00
	AVERAGE HRS/WK		39.3					
	COMPANIES RESPONDING		32					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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RESEARCH/ENGINEERING (U.S.)

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	26	43	236.13	337.00	175.00	237.00	237.00
B	WORD PROCESSING OPERATOR	68	236	259.93	437.00	147.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	76	276	295.63	462.00	165.00	287.00	262.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	47	86	338.11	462.00	185.00	337.00	387.00
E	PHOTOTYPESETTING SPECIALIST	10	21	358.42	487.00	237.00	362.00	362.00
F	WORD PROCESSING TRAINER	9	13	335.07	437.00	237.00	337.00	337.00
G	PROOFREADER	22	46	325.32	650.00	212.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	59	75	401.21	750.00	237.00	387.00	337.00
I	WORD PROCESSING MANAGER	24	26	522.42	1,001.00	287.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	20	143	267.41	487.00	212.00	262.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	16	104	318.85	525.00	262.00	312.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	8	31	355.16	525.00	312.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	13	14	512.21	900.00	337.00	462.00	437.00
EE	STAFF ANALYST	2*	2	449.50	487.00	412.00	462.00	412.00
J	INFORMATION MANAGER	20	21	597.42	900.00	337.00	575.00	650.00
	AVERAGE HRS/WK	39.3						
	COMPANIES RESPONDING	107						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**INFORMATION MANAGEMENT
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	237.00	237.00	237.00	237.00	237.00
B	WORD PROCESSING OPERATOR	5*	9	255.11	337.00	175.00	237.00	237.00
C	WORD PROCESSING SPECIALIST I	7	13	290.92	387.00	175.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	4	299.50	312.00	287.00	287.00	287.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	312.00	312.00	312.00	312.00	312.00
F	WORD PROCESSING TRAINER	2*	4	318.25	362.00	262.00	312.00	262.00
G	PROOFREADER	2*	5	297.00	337.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	5*	5	327.00	412.00	237.00	287.00	412.00
I	WORD PROCESSING MANAGER	4*	4	603.25	1,001.00	312.00	525.00	312.00
AA	ADMINISTRATIVE SECRETARY	3*	5	287.00	462.00	212.00	212.00	212.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	22	293.81	387.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	337.00	337.00	337.00	337.00	337.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	487.00	487.00	487.00	487.00	487.00
EE	STAFF ANALYST	3*	4	515.50	650.00	312.00	525.00	312.00
J	INFORMATION MANAGER	6	6	740.00	1,001.00	387.00	900.00	1,001.00
	AVERAGE HRS/WK		39.8					
	COMPANIES RESPONDING		17					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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INFORMATION SERVICE BUREAU
(U.S.)

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	12	27	206.11	362.00	137.00	195.00	212.00
B	WORD PROCESSING OPERATOR	23	53	243.58	362.00	165.00	237.00	212.00
C	WORD PROCESSING SPECIALIST I	14	24	304.70	412.00	237.00	312.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	12	18	331.44	412.00	212.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	3*	5	362.00	412.00	312.00	362.00	362.00
F	WORD PROCESSING TRAINER	8	10	389.50	437.00	262.00	387.00	437.00
G	PROOFREADER	10	13	277.23	387.00	185.00	262.00	312.00
H	WORD PROCESSING SUPERVISOR	16	16	328.12	487.00	195.00	337.00	387.00
I	WORD PROCESSING MANAGER	15	15	412.93	525.00	262.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY	6	8	236.25	337.00	175.00	212.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	3*	4	262.00	337.00	212.00	237.00	212.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	362.00	362.00	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	3*	3	403.66	487.00	337.00	362.00	337.00
EE	STAFF ANALYST	3*	3	428.66	462.00	387.00	412.00	387.00
J	INFORMATION MANAGER	14	15	460.53	750.00	312.00	412.00	412.00
	AVERAGE HRS/WK	40.1						
	COMPANIES RESPONDING	41						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**OTHER NON-MANUFACTURING
(U.S.)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	30	61	220.62	437.00	165.00	212.00	212.00
B	WORD PROCESSING OPERATOR	79	208	267.14	525.00	155.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	65	139	275.28	437.00	165.00	262.00	237.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	50	78	308.32	525.00	212.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	7	12	289.08	362.00	237.00	262.00	262.00
F	WORD PROCESSING TRAINER	15	18	323.11	437.00	212.00	337.00	337.00
G	PROOFREADER	6	17	264.11	312.00	155.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	56	61	388.06	1,001.00	262.00	387.00	387.00
I	WORD PROCESSING MANAGER	32	32	437.90	650.00	237.00	437.00	412.00
AA	ADMINISTRATIVE SECRETARY	18	75	284.44	387.00	155.00	287.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	8	52	330.19	487.00	185.00	337.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	6	24	468.95	575.00	262.00	462.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	7	8	504.37	650.00	287.00	487.00	487.00
EE	STAFF ANALYST	5*	7	396.00	575.00	212.00	362.00	362.00
J	INFORMATION MANAGER	28	28	614.71	1,001.00	237.00	525.00	525.00
	AVERAGE HRS/WK		38.8					
	COMPANIES RESPONDING		132					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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AEROSPACE INDUSTRY (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	5	302.00	462.00	262.00	262.00	262.00
B	WORD PROCESSING OPERATOR	2*	10	309.50	337.00	262.00	312.00	337.00
C	WORD PROCESSING SPECIALIST I	4*	16	358.87	437.00	287.00	362.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	1	312.00	312.00	312.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	1*	2	287.00	287.00	287.00	287.00	287.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	337.00	337.00	337.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	4*	4	518.50	650.00	412.00	487.00	412.00
I	WORD PROCESSING MANAGER	2*	2	550.00	575.00	525.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK		38.1					
	COMPANIES RESPONDING		4					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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CHEMICAL/ALLIED PRODUCTS (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	2	274.50	287.00	262.00	262.00	262.00
B	WORD PROCESSING OPERATOR	5*	10	332.00	362.00	312.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	5*	11	343.81	362.00	312.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	2	387.00	412.00	362.00	387.00	362.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	2*	2	412.00	412.00	412.00	412.00	412.00
I	WORD PROCESSING MANAGER	3*	3	595.66	650.00	487.00	575.00	650.00
AA	ADMINISTRATIVE SECRETARY	1*	7	326.28	362.00	287.00	312.00	287.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	4	380.75	437.00	337.00	362.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
	AVERAGE HRS/WK		37.5					
	COMPANIES RESPONDING		7					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**FOOD/TOBACCO
(CANADA)**

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE							
B	WORD PROCESSING OPERATOR	6	13	296.61	387.00	287.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	3*	8	358.87	362.00	337.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	2	374.50	387.00	362.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	412.00	412.00	412.00	412.00	412.00
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	3*	3	437.00	462.00	387.00	437.00	462.00
I	WORD PROCESSING MANAGER	2*	2	550.00	575.00	525.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	2*	3	353.66	387.00	337.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	1	387.00	387.00	387.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	587.50	650.00	525.00	575.00	525.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
	AVERAGE HRS/WK		36.0					
	COMPANIES RESPONDING		7					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**PETROLEUM/COAL/RUBBER
(CANADA)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	9	312.00	337.00	262.00	312.00	312.00
B	WORD PROCESSING OPERATOR	9	36	355.75	437.00	312.00	362.00	312.00
C	WORD PROCESSING SPECIALIST I	9	27	417.55	487.00	337.00	412.00	412.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	8	12	438.08	575.00	337.00	462.00	462.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	462.33	525.00	337.00	487.00	525.00
F	WORD PROCESSING TRAINER	2*	4	528.00	575.00	487.00	525.00	525.00
G	PROOFREADER	1*	1	487.00	487.00	487.00	487.00	487.00
H	WORD PROCESSING SUPERVISOR	7	11	521.36	900.00	387.00	487.00	387.00
I	WORD PROCESSING MANAGER	4*	6	668.66	900.00	487.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY	4*	64	381.73	525.00	262.00	412.00	412.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	47	488.74	650.00	337.00	487.00	462.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	650.00	650.00	650.00	650.00	650.00
EE	STAFF ANALYST	3*	6	620.66	900.00	362.00	525.00	900.00
I	INFORMATION MANAGER	2*	2	1,001.00	1,001.00	1,001.00	1,001.00	1,001.00
	AVERAGE HRS/WK			36.2				
	COMPANIES RESPONDING			2, 14				

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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PRINTING/PUBLISHING (CANADA)

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		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	3	312.00	312.00	312.00	312.00	312.00
B	WORD PROCESSING OPERATOR	3*	6	291.16	312.00	287.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	2*	5	312.00	337.00	287.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	1	337.00	337.00	337.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST	2*	26	521.61	525.00	437.00	525.00	525.00
F	WORD PROCESSING TRAINER	1*	1	362.00	362.00	362.00	362.00	362.00
G	PROOFREADER	1*	8	525.00	525.00	525.00	525.00	525.00
H	WORD PROCESSING SUPERVISOR	1*	3	650.00	650.00	650.00	650.00	650.00
I	WORD PROCESSING MANAGER	2*	2	525.00	525.00	525.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	650.00	650.00	650.00	650.00	650.00
J	INFORMATION MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
	AVERAGE HRS/WK		36.2					
	COMPANIES RESPONDING		5					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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TRANSPORTATION (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	9	353.66	387.00	212.00	362.00	387.00
B	WORD PROCESSING OPERATOR	3*	66	386.24	437.00	287.00	412.00	412.00
C	WORD PROCESSING SPECIALIST I	4*	11	321.09	387.00	287.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	1	437.00	437.00	437.00	437.00	437.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	7	957.71	1,001.00	900.00	900.00	1,001.00
G	PROOFREADER	1*	2	337.00	337.00	337.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	3*	11	457.63	575.00	362.00	462.00	362.00
I	WORD PROCESSING MANAGER	2*	2	493.50	525.00	462.00	487.00	462.00
AA	ADMINISTRATIVE SECRETARY	3*	86	438.74	462.00	387.00	437.00	437.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	15	488.80	525.00	437.00	487.00	487.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	2	437.00	437.00	437.00	437.00	437.00
J	INFORMATION MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
	AVERAGE HRS/WK		34.3					
	COMPANIES RESPONDING		6					

*Small samples produce less significant data.
 MEDIAN: Middle occurrence
 MODE: Most frequent occurrence
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INFORMATION SYSTEMS/PRODUCTS/MANUFACTURING/SALES (CANADA)

100

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	3	245.33	287.00	212.00	212.00	212.00
B	WORD PROCESSING OPERATOR	3*	6	266.16	287.00	262.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	3*	6	324.50	362.00	287.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	2	324.50	337.00	312.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	4*	4	312.00	337.00	287.00	312.00	312.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	4*	4	393.25	487.00	312.00	387.00	387.00
I	WORD PROCESSING MANAGER	1*	1	437.00	437.00	437.00	437.00	437.00
AA	ADMINISTRATIVE SECRETARY	3*	3	353.66	362.00	337.00	337.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	2	362.00	412.00	312.00	387.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	525.00	525.00	525.00	525.00	525.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK		36.9					
	COMPANIES RESPONDING		13					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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OTHER MANUFACTURING (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	3	270.33	287.00	237.00	262.00	287.00
B	WORD PROCESSING OPERATOR	7	18	290.77	312.00	155.00	287.00	312.00
C	WORD PROCESSING SPECIALIST I	7	9	337.00	362.00	287.00	337.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	1*	1	362.00	362.00	362.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	6	6	382.83	437.00	337.00	362.00	337.00
I	WORD PROCESSING MANAGER	1*	1	900.00	900.00	900.00	900.00	900.00
AA	ADMINISTRATIVE SECRETARY	3*	20	362.00	387.00	237.00	387.00	387.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	412.00	412.00	412.00	412.00	412.00
EE	STAFF ANALYST	1*	1	575.00	575.00	575.00	575.00	575.00
J	INFORMATION MANAGER	3*	3	833.66	1,001.00	750.00	750.00	750.00
	AVERAGE HRS/WK		37.5					
	COMPANIES RESPONDING		12					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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EDUCATION (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	29	349.96	575.00	212.00	362.00	362.00
B	WORD PROCESSING OPERATOR	12	37	372.24	650.00	237.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	8	32	345.21	750.00	262.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	4	380.75	387.00	362.00	387.00	387.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	8	12	364.08	462.00	237.00	362.00	437.00
G	PROOFREADER	1*	3	337.00	337.00	337.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	10	11	382.45	487.00	262.00	362.00	387.00
I	WORD PROCESSING MANAGER	3*	3	583.00	900.00	412.00	412.00	412.00
AA	ADMINISTRATIVE SECRETARY	3*	29	372.79	750.00	337.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	387.00	387.00	387.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	437.00	437.00	437.00	437.00	437.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	1*	1	650.00	650.00	650.00	650.00	650.00
J	INFORMATION MANAGER	5*	5	702.60	1,001.00	437.00	650.00	750.00
	AVERAGE HRS/WK		36.1					
	COMPANIES RESPONDING		24					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**PROVINCIAL GOVERNMENT
(CANADA)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	9	292.55	337.00	237.00	287.00	287.00
B	WORD PROCESSING OPERATOR	8	36	283.41	387.00	185.00	287.00	287.00
C	WORD PROCESSING SPECIALIST I	5*	10	294.14	337.00	237.00	287.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	6	349.50	412.00	312.00	337.00	312.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	462.00	462.00	462.00	462.00	462.00
G	PROOFREADER	2*	3	337.00	412.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	6	6	362.00	387.00	312.00	362.00	387.00
I	WORD PROCESSING MANAGER	3*	3	420.33	462.00	387.00	387.00	387.00
AA	ADMINISTRATIVE SECRETARY	5*	24	330.75	362.00	287.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	8	340.12	362.00	312.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	9	412.00	437.00	387.00	412.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	2	531.00	575.00	487.00	525.00	487.00
EE	STAFF ANALYST	1*	1	525.00	525.00	525.00	525.00	525.00
J	INFORMATION MANAGER	5*	5	765.20	1,001.00	525.00	650.00	525.00
	AVERAGE HRS/WK		36.6					
	COMPANIES RESPONDING		13					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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INSURANCE
(CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	13	24	266.16	337.00	212.00	262.00	262.00
B	WORD PROCESSING OPERATOR	21	77	301.93	362.00	237.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	20	60	334.08	387.00	262.00	337.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	20	31	360.38	437.00	262.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST	2*	2	387.00	412.00	362.00	387.00	362.00
F	WORD PROCESSING TRAINER	2*	2	424.50	462.00	387.00	437.00	387.00
G	PROOFREADER	2*	4	365.25	575.00	237.00	387.00	237.00
H	WORD PROCESSING SUPERVISOR	20	24	421.91	575.00	312.00	412.00	412.00
I	WORD PROCESSING MANAGER	11	12	552.91	750.00	437.00	525.00	487.00
AA	ADMINISTRATIVE SECRETARY	1*	1	312.00	312.00	312.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	2*	2	568.50	650.00	487.00	575.00	487.00
J	INFORMATION MANAGER	3*	3	741.66	900.00	575.00	650.00	575.00
	AVERAGE HRS/WK		35.8					
	COMPANIES RESPONDING		28					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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INVESTMENT/BANKING/CREDIT AGENCIES (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	6	10	267.00	312.00	212.00	262.00	287.00
B	WORD PROCESSING OPERATOR	14	103	305.20	362.00	237.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	10	56	333.87	387.00	287.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	6	4	340.12	362.00	287.00	337.00	337.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	2*	2	349.50	387.00	312.00	362.00	312.00
G	PROOFREADER	1*	2	337.00	337.00	337.00	337.00	337.00
H	WORD PROCESSING SUPERVISOR	11	20	387.05	525.00	312.00	362.00	337.00
I	WORD PROCESSING MANAGER	3*	3	524.66	750.00	387.00	412.00	387.00
AA	ADMINISTRATIVE SECRETARY	5*	80	314.81	362.00	287.00	312.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	5*	54	344.87	437.00	337.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	2*	16	371.37	387.00	362.00	362.00	362.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
EE	STAFF ANALYST	1*	2	518.50	575.00	462.00	525.00	462.00
J	INFORMATION MANAGER	2*	2	737.50	900.00	575.00	750.00	575.00
	AVERAGE HRS/WK	36.6						
	COMPANIES RESPONDING	19						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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LEGAL SERVICES (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	1*	1	262.00	262.00	262.00	262.00	262.00
B	WORD PROCESSING OPERATOR	5*	17	362.00	437.00	287.00	337.00	312.00
C	WORD PROCESSING SPECIALIST I	4*	24	355.75	462.00	287.00	362.00	362.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	4	437.00	487.00	387.00	437.00	387.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	212.00	212.00	212.00	212.00	212.00
H	WORD PROCESSING SUPERVISOR	6	6	443.50	525.00	212.00	487.00	525.00
I	WORD PROCESSING MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
AA	ADMINISTRATIVE SECRETARY							
BB	SENIOR ADMINISTRATIVE SECRETARY							
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER							
	AVERAGE HRS/WK		36.0					
	COMPANIES RESPONDING		8					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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MEDICAL CARE (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	2*	2	324.50	387.00	262.00	362.00	262.00
B	WORD PROCESSING OPERATOR	9	33	324.12	412.00	287.00	312.00	312.00
C	WORD PROCESSING SPECIALIST I	6	20	323.25	362.00	287.00	337.00	337.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	4*	4	374.50	412.00	362.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER	1*	1	437.00	437.00	437.00	437.00	437.00
G	PROOFREADER	1*	2	424.50	462.00	387.00	437.00	387.00
H	WORD PROCESSING SUPERVISOR	7	8	387.00	437.00	337.00	387.00	387.00
I	WORD PROCESSING MANAGER	2*	2	506.00	525.00	487.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	2*	7	329.85	412.00	262.00	262.00	262.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	10	332.00	462.00	287.00	312.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	4	393.25	412.00	362.00	387.00	412.00
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST	2*	3	600.00	650.00	575.00	575.00	575.00
J	INFORMATION MANAGER	2*	2	775.00	900.00	650.00	750.00	650.00
	AVERAGE HRS/WK		36.3					
	COMPANIES RESPONDING		10					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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OTHER PROFESSIONAL SERVICES (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	5	257.00	287.00	212.00	262.00	262.00
B	WORD PROCESSING OPERATOR	20	125	348.60	462.00	212.00	362.00	387.00
C	WORD PROCESSING SPECIALIST I	25	100	326.76	525.00	237.00	312.00	287.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	14	20	395.80	525.00	287.00	387.00	337.00
E	PHOTOTYPESETTING SPECIALIST	4*	6	378.66	487.00	287.00	387.00	287.00
F	WORD PROCESSING TRAINER	1*	1	387.00	387.00	387.00	387.00	387.00
G	PROOFREADER	5*	9	345.33	437.00	262.00	312.00	287.00
H	WORD PROCESSING SUPERVISOR	18	22	442.81	575.00	337.00	412.00	412.00
I	WORD PROCESSING MANAGER	6	6	564.50	650.00	462.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	8	54	334.68	437.00	212.00	337.00	337.00
BB	SENIOR ADMINISTRATIVE SECRETARY	6	17	443.70	575.00	312.00	437.00	437.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	4*	10	409.50	487.00	362.00	387.00	387.00
DD	ADMINISTRATIVE SUPPORT MANAGER	2*	3	691.66	900.00	525.00	575.00	525.00
EE	STAFF ANALYST	1*	1	487.00	487.00	487.00	487.00	487.00
J	INFORMATION MANAGER	3*	3	595.66	900.00	362.00	487.00	362.00
	AVERAGE HRS/WK		36.7					
	COMPANIES RESPONDING		38					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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**PUBLIC UTILITIES
(CANADA)**

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	5*	8	318.25	362.00	212.00	312.00	312.00
B	WORD PROCESSING OPERATOR	10	153	369.67	412.00	262.00	362.00	362.00
C	WORD PROCESSING SPECIALIST I	10	61	421.45	525.00	287.00	412.00	412.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	7	34	482.05	525.00	337.00	487.00	525.00
E	PHOTOTYPESETTING SPECIALIST	2*	16	426.06	437.00	412.00	437.00	437.00
F	WORD PROCESSING TRAINER	3*	10	518.70	650.00	287.00	525.00	525.00
G	PROOFREADER	1*	1	312.00	312.00	312.00	312.00	312.00
H	WORD PROCESSING SUPERVISOR	6	13	541.23	750.00	337.00	525.00	525.00
I	WORD PROCESSING MANAGER	8	8	646.87	900.00	525.00	650.00	650.00
AA	ADMINISTRATIVE SECRETARY	5*	15	356.20	575.00	312.00	337.00	312.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	345.33	462.00	287.00	287.00	287.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	2	612.50	650.00	575.00	575.00	575.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	575.00	575.00	575.00	575.00	575.00
EE	STAFF ANALYST	3*	4	537.25	750.00	387.00	487.00	387.00
J	INFORMATION MANAGER	5*	5	840.20	1,001.00	650.00	750.00	900.00
	AVERAGE HRS/WK		36.3					
	COMPANIES RESPONDING		15					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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RETAIL/WHOLESALE/IMPORT/EXPORT (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	9	275.88	337.00	212.00	262.00	262.00
B	WORD PROCESSING OPERATOR	5*	14	297.71	362.00	237.00	287.00	362.00
C	WORD PROCESSING SPECIALIST I	5*	8	305.75	337.00	262.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	3*	4	362.00	387.00	337.00	362.00	362.00
E	PHOTOTYPESETTING SPECIALIST							
F	WORD PROCESSING TRAINER							
G	PROOFREADER	1*	1	237.00	237.00	237.00	237.00	237.00
H	WORD PROCESSING SUPERVISOR	4*	4	418.25	462.00	337.00	437.00	437.00
I	WORD PROCESSING MANAGER	2*	2	525.00	525.00	525.00	525.00	525.00
AA	ADMINISTRATIVE SECRETARY	1*	6	362.00	362.00	362.00	362.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	4	387.00	387.00	387.00	387.00	387.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER							
EE	STAFF ANALYST							
J	INFORMATION MANAGER	1*	1	750.00	750.00	750.00	750.00	750.00
	AVERAGE HRS/WK		36.4					
	COMPANIES RESPONDING		6					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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INFORMATION SERVICE BUREAU (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	4*	5	220.33	287.00	137.00	212.00	212.00
B	WORD PROCESSING OPERATOR	3*	6	266.16	312.00	212.00	262.00	262.00
C	WORD PROCESSING SPECIALIST I	1*	1	312.00	312.00	312.00	312.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	2*	2	312.00	337.00	287.00	312.00	287.00
E	PHOTOTYPESETTING SPECIALIST	1*	1	462.00	462.00	462.00	462.00	462.00
F	WORD PROCESSING TRAINER	1*	1	287.00	287.00	287.00	287.00	287.00
G	PROOFREADER	1*	1	287.00	287.00	287.00	287.00	287.00
H	WORD PROCESSING SUPERVISOR	4*	4	337.00	387.00	287.00	337.00	287.00
I	WORD PROCESSING MANAGER	2*	2	337.00	387.00	287.00	362.00	287.00
AA	ADMINISTRATIVE SECRETARY	2*	4	287.00	337.00	237.00	287.00	237.00
BB	SENIOR ADMINISTRATIVE SECRETARY	1*	4	355.75	412.00	337.00	337.00	337.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR							
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	1	525.00	525.00	525.00	525.00	525.00
EE	STAFF ANALYST							
J	INFORMATION MANAGER	2*	2	443.50	525.00	362.00	487.00	362.00
	AVERAGE HRS/WK		37.7					
	COMPANIES RESPONDING		9					

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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OTHER NON-MANUFACTURING (CANADA)

		NO. COMPANIES	NO. EMPLOYEES	AVERAGE	HIGH	LOW	MEDIAN	MODE
A	WORD PROCESSING TRAINEE	3*	3	278.66	312.00	262.00	262.00	262.00
B	WORD PROCESSING OPERATOR	12	31	309.58	412.00	212.00	312.00	337.00
C	WORD PROCESSING SPECIALIST I	8	13	349.53	525.00	287.00	337.00	312.00
D	WORD PROCESSING SPECIALIST II/ASSISTANT SUPERVISOR	5*	7	349.57	575.00	262.00	312.00	312.00
E	PHOTOTYPESETTING SPECIALIST	2*	3	345.33	412.00	287.00	312.00	287.00
F	WORD PROCESSING TRAINER	2*	2	312.00	337.00	287.00	312.00	287.00
G	PROOFREADER							
H	WORD PROCESSING SUPERVISOR	7	7	430.00	575.00	337.00	387.00	337.00
I	WORD PROCESSING MANAGER	2*	2	506.00	525.00	487.00	487.00	487.00
AA	ADMINISTRATIVE SECRETARY	5*	9	345.33	387.00	262.00	337.00	362.00
BB	SENIOR ADMINISTRATIVE SECRETARY	2*	3	370.33	412.00	312.00	362.00	312.00
CC	ADMINISTRATIVE SUPPORT SUPERVISOR	1*	1	487.00	487.00	487.00	487.00	487.00
DD	ADMINISTRATIVE SUPPORT MANAGER	1*	2	650.00	650.00	650.00	650.00	650.00
EE	STAFF ANALYST	2*	2	631.00	900.00	362.00	750.00	362.00
J	INFORMATION MANAGER	2*	2	763.00	1,001.00	525.00	900.00	525.00
	AVERAGE HRS/WK	37.3						
	COMPANIES RESPONDING	18						

*Small samples produce less significant data.

MEDIAN: Middle occurrence

MODE: Most frequent occurrence

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